

**SAVIN Governance  
Committee  
Summary of the Meeting of  
May 27, 2020  
9:30-12:00 pm  
ZOOM Meeting**

**Attendance:** Dennis Dunn, Deborah Chai, Diana Gausepohl-White, Pamela Ferguson-Brey, Angelina Mercado, Greg Esteban, Tommy Johnson, Edith Quintero, Juliet Sadama-Uemura, Garret Takahashi, Monica Lortz, Suzy Ucol-Camacho, Lisa Itomura, Dayna Miyasaki, Marita Mullen, Paul Applegate, Randi Barretto, Lisa Itomura

Agenda	Dialogue	Follow Up/Action
<b>Welcome and Opening</b>	The meeting began at 9:35 a.m. Welcome to first Zoom meeting since COVID 19.	
<b>SAVIN Selection of Governance Committee Members:</b>	Are there specific questions regarding appointments? If one was appointed to two terms, are they eligible to be reappointed? If carryover was observed, it does qualify as a second term. Two consecutive terms have been served, then, one is not eligible to be reappointed but may still be a designee. Do formal letters need to be generated and received? That is up to the committee as it could be in writing or email. Agreed for writing as it could be saved and documented with who will be the appointee and designee. The hope is to provide a list of names to DIR for appointment and forward thru SAVIN Coordinator (SC) by today. Deadline by June 10, 2020. Roll call of expired terms was conducted: <i>Victim-follow up (F/U); HNL Pros Victim Witness Kokua Service-Linda Nishimura; BI Pros Victim Witness Advocate (VWA)-Tim Hansen; Kauai Pros Victim Witness Advocate-Justin Kollar; Sex Abuse Treatment Center-Cindy Shimomi-Saito (F/U); Crime Victim Compensation Commission-Randi Barretto; Judiciary-Dayna Miyasaki; Dept of Atty. Gen-F/U; Dept of Public Safety – F/U. Hawaii Paroling Authority (Fred Hyun) term should be good thru 2021. A designee does not have a set expiration date per statute. If HPA wants to retain Tommy Johnson as his designee that is fine. Do we anticipate any problems for DIR to sign off on letters? Hopefully not, but we should get these in as soon as possible.</i>	<ol style="list-style-type: none"> <li>1. Dennis Dunn-follow up on appointments: Victim, SATC, Dept of Atty. General by 6/10/20.</li> <li>2. Susy Ucol-Camacho-follow up on DPS appointee by 6/10/20.</li> </ol>

<p><b>SAVIN Operating System-RFP</b></p>	<p>This is considered a confidential document so we may not share this outside of the SG committee. The draft was done a few months ago after meeting with a small group. Thereafter, another meeting was utilized to help define priorities and concerns which were infused to the RFP. The RFP consists of operational components and technical features. What does COTS stand for? Commercial Off-the-shelf product. The justification worksheet was two-fold, to help with the RFP and identify current problems of the system which were coming from County VWA, PSD, HPA, CVCC. Input was obtained and put into an outline which identified all the problems going on so we could identify what was internal vs. a system (APPRISS) issue. This worksheet should have identified items needed to include in an upgraded system as well as examine if the operating system could use what other states may have used in past presentations. Did the form get passed onto VWA to ensure it is their language? There may have been some confusion here as the instruction was for SC to forward the final document for Victim Witness Advocate input. The rough draft and final say were to come from all to be on the same page. Q: Is there a reason why Offender TRAK (OTRAK) cannot include Case No's on their notification as it becomes difficult for VWA to locate a case when the system does not refer to their case number. Is there a way for the interface to extract certain information about the case? This is not a field that is sent over to APPRISS. However, the information is there but it is not uploaded to the transactional file. This is more for the Advocate than the victim to assist them better. Q: Issues regarding inmates being considered for furlough? This has not been resolved and if there will be a new vendor, a 30-day prerelease notification should be entertained, which is like the Prosecutor's Office receiving a letter about an offender's status. This would be a great additional trigger. Q: Going back to COTS, does this mean that this RFP will only accept off-the-shelf products and not open to others designing a product? COTS was included in the language from the Texas RFP. However, it may limit other vendors from applying. Can this language be removed to be less specific? All agreed. This would allow for an option to develop a product specific for our needs. Whether or not a vendor could do it for a good price is the other question. Committing to something that has already been produced should not be the only option. If the product does not meet victim's needs, they should allow for input to add features, define costs, etc. For example, Minnesota, obtained a system that was fine tuned to their program. One of the issues is the operating systems capacity and functionality? There may not be full agreement about that topic. The needs appear broad enough so other options may be considered. There are basic things that are not desired (i.e.: over usage, blocking of inquiries, not providing resources for victim's w/o vetting postings, &amp; not providing victim information to anyone else). As discussed previously, APPRISS does not share information in our State of Hawaii. Management Information System have safeguards in place which prevents sharing. This conversation started from other states sharing concerns about what may have occurred in their state. However, there is no evidence of sharing which occurred in Hawaii.</p> <p>A few months ago, there was an outline developed on one form and there should not be a need to review this entire conversation line by line. Because that form would have provided each with the information needed, to help cross reference the RFP with what was developed. That form documents everything and it was up to the group to decide whether there were things to be taken out or added. Right now, when looking at the RFP, there is a lot of language that is in there and there are some that is not in there. So, that is somewhat concerning that nothing has been agreed upon if that form was utilized. The other concern is the timing of all this as the underlying foundational work was done then somehow the ball was dropped so here, there is an operating system currently in use that may not be optimal for victims. Now in May, the decision to extend the contract may not be comfortable for some as the movement of the RFP remains delayed.</p> <p>Q: Why is everyone against APPRISS or want to change? A clear suggestion is examining all the documents presented. Every time APPRISS presented something it was always about seeking more money for a system that was not performing satisfactorily. It was clear that people were unhappy with the system and this is not about excluding APPRISS from this process, but more about seeking a better system that addresses these issues. There is an interest to experience other options. Other issues of the system: locking people out which should not happen, putting resources on website without vetting those vendors, as well as normal day to day issues (i.e. failed notification, incorrect notifications). However, failed &amp; incorrect notifications are not solely on APPRISS but a training issue with PSD. Its not just the errors, but the interest from a system to perform things that could help victims. Q: Could APPRISS build</p>	<ol style="list-style-type: none"> <li>1. SAVIN Coordinator – Send out final RFP with a side by side comparison of changes by Fri, May 29, 2020, COB.</li> </ol>
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	<p>what we requested? Why ask APPRISS to do those things if it could be written into the RFP and submit. So, being able to identify those priorities in the RFP would allow for best possible candidate to come forward. The draft RFP is supposed to include the priorities and concerns, but there was not enough time to clearly review the document. All the priority items are included in the RFP. But, not all the concerns. A revised list will be sent out by Friday, May 29, Close of Business (COB). What would be helpful is a comparative worksheet with a side by side comparison. No other questions about the RFP? Not currently.</p>	
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<b>Strategic Plan Recommendations RE: Placement of SAVIN &amp; Victim Svcs</b>	<p>Previously, Lydia Newlin delivered a presentation and worked with PSD. She finalized recommendations. Primary rec: "HI should create a unified Victim Service Program w/in PSD and that the program should be placed in the Administrative Office to ensure the importance of the program will always be at the forefront. If there is agreement for the Chair and Pam Ferguson-Brey and whoever else wants to join, to write up a recommendation which we can distribute to everyone then forward to PSD as the recommendation from the Governance Committee. So, if no one objects, we can move on that. No objections noted. We should get this out in the next couple of weeks</p>	<ol style="list-style-type: none"> <li>1. Dennis Dunn &amp; Pam Ferguson-Brey to write recommendations on behalf of SG Committee by June 10, 2020</li> </ol>
<b>COVID-19 Update &amp; County Police Booking &amp; Notification Procedures</b>	<p>There has been a lot of questions about SAVIN being able to handle the notifications and the increase in releases. Has there been anything being done to adapt the system? Is there any information or coordination between the releases and the SAVIN program? There has not been any mention of any concerns from the facilities about these releases. It sounds like a lot more releases are occurring than they appear. As the facility receive orders, they are releasing offenders, or they are being released straight from court. Are victims notified for COVID ordered releases? Well the facilities do not get release paperwork until the document comes back to the facility, then they will send out a notification. When the court releases an offender, the information being posted by the facility could be several hours later. The information is determined much later that an offender was released from court and that is when the notification is released. Is the system set up or has it incorporated into the notices that the Release was due to COVID? No. Q: Offenders who return to the facility, does that trigger a notice? Yes, it should trigger a "return to custody notification." The problem that was found is that whole discussion which does not include the judiciary and cell blocks, as a lot of offenders are getting released straight from Police cell blocks or at arraignment from court. So, the media has been asking questions and the focus has been on the Supreme court list or on motions referencing COVID. At First Circuit Court, oral motions are being made after the first appearance and the Prosecutors office has not even received the case. There is no reason to document because it is only an Oral Motion in open court and many offenders are being released on that basis, so victims are not getting notifications at all. For future reference, it may be time to examine and expand releases to include the Judiciary and Police Depts and bring them into the system, if possible. However, timing could not be worse with the economic impact of COVID 19 as the state does not have money and counties are treading water. Could COVID funds be used for this purpose? Victims are more at risk at the beginning of an incident and no one is informing them of releases from cellblock. If an offender is released from court, there is a lapse of time. The victim is not aware that this individual is out. The time gap is significant in some cases. What this means is very important. A victim may be exposed for hours at a time. There is a definite need for a more collaborative effort with Judiciary and Police Cell block. On the Big Island, there is a tendency to release individuals before arraignment. It is troubling for law enforcement too and there is discussion with the Prosecutor's Office. A lot of things are happening because of COVID. Police can be more attentive and find a way to share information to victims somehow. There is a need to examine &amp; fashion what should be requested and have some formal dialogue on this to incorporate Police/Judiciary into the system. There are obstacles ahead on this area, as this issue has been explored for over 20 years and maybe this subject matter should be addressed currently for changes to occur. Is there opportunity to use CARE funds? If one is taking general money, out of CARES Act and COVID (CRF) fund, 635 million was put into a rainy-day fund by D. Dela Cruz and S. Luke. That money must be expended by Dec 30, 2020, however, there are tight restrictions on it. The problem is that most people submitted applications already. However, it is worth exploring.</p>	<ol style="list-style-type: none"> <li>1. Follow up on introducing a dialogue between Police and Judiciary to incorporate into the victim notification system.</li> </ol>
<b>SAVIN Website</b>	<p>What has happened with the changes on the APPRISS website? Was it in March that we initially talked about this? Yes, there was a follow-up meeting with APPRISS last week. APPRISS indicated that more updates would occur on Friday. What is being discussed is to update the VINELink Website by adding verbiage on the home page about COVID and refer users to the DISCOVER More State Resources page where it will highlight all current resources. Verbiage that is more prominent and in larger font. Q: Is there information on what other states are doing? In speaking with VINE advisory council member, there was no indication of other states doing anything differently. In this state (AZ), they have not changed any procedures. Things remain status quo with notifications and their procedures. However, AZ has been working more closely with jails on how they are being released, early. Other than that, no other changes have been made. Also, in speaking with APPRISS (Tiffany), who oversees seven other states: HI, NY, Ala, Kansas,</p>	<ol style="list-style-type: none"> <li>1. SAVIN Coordinator to obtain next website meeting and invite respective parties</li> </ol>

	Utah, WI, OR, LA, she has not heard of any other changes going on during this time. In New York, they updated some language for the Judicial system about cancelling of court dates or moving things around. Comment: Work with Juliet about victim service (VS) community being linked together as there has been a constant stream of discussion about responding to Inmate release issues. There are other SAVIN programs who loaded information online early and collaborated with VS community to make sure if there are any issues that they are all communicating together. There has been a lot of outreach from SAVIN programs to counties Victim Assistance and Victim Service people when this started. Maybe it may be good to connect with them to get examples of what others are doing. We may have ideas for them as well. The suggestion was to provide a Notice of Resources. The VINELink page is not being user friendly as there are several options, local resources vs nationwide. One should not have to register to view local resources available to a user. Is there an upcoming meeting with APPRISS? Can we be included in the next meeting invite? Yes.	
<b>COVID 19: Status of Special Fund money</b>	Is there concern from the status of our Special fund? Are there any issues with the funds? Recently there was an inquiry, at the last minute requested by auditor. The department responded and it was submitted. There has not been any response as to the status, to date. Hopefully, there will be more information presented if anything changes. Is this a process that is taking place within Administration or is this an inquiry from the Legislature? The inquiry came from State Auditor thru Fiscal. Previously, there was a request from our internal fiscal dept about our proposed expenditure. They requested a justification of funds and expenditures thru the next fiscal year. Is there a concern as to whether this will be a challenge? There is always a concern as we have 1.2 mil in the account. Could there be an updated status & follow up on this? Once there is any news, we will let you know.	1. Update the SGC with any news surrounding the Special Fund account
<b>COVID 19: Status of Staff position</b>	Are there any issues regarding the funding for Staff position? No, not to my knowledge. Is there funding in the budget for the position? Yes, it has been included. Is it maintaining its status or is there any changes? No, changes currently. Did we receive any communication from the Attorney General's office about the reduction of state funding or any victim centered related position within PSD? We have not seen that come across my desk, at this time.	
<b>SAVIN Prgm Update: Special Fund Collections;</b>	4% Commissary: \$5,289.61 deposited in April 2020. \$4,305.55 deposited in March 2020. Telephone Tax: \$26,201.67 deposited in April 2020. \$25,602.44 deposited in March 2020. May deposits are pending. Can we get a chart on the monthly amounts? Yes.	1. Submit a spreadsheet to the Committee prior to next meeting- SAVIN Coordinator
<b>Survey Monkey: Update</b>	Are the upgrades to the website more prominent? The request to APPRISS has been to add move the survey link to make it more visible for users. The survey link has been added to the DISCOVER More State resources button with a link. Once it is opened, the link is at the bottom of the paragraph. The request was made to move it more to the top of the page where it is more visible. After someone completes the registration, the survey will also be offered on that registration confirmation page. The survey will be included in email notifications and should be added to text messaging as well. It is already in email messaging, but SMS is forthcoming. Can there be an update when completed? The monthly reports indicate most users remain consistent with being family, friends, others as highest number of users. This is followed by victims. Most use the internet to search offenders. Majority find service to be valuable at 84%. Comments ranged from being extremely user friendly to needing help in registering. Q: Does the survey have a phone number on there? Do not believe so. This is something which will need to be included for follow up. Can they also include a VWA unit to be a point of contact as well? Sure. The overall results were favorable. Success stories were positive and appreciative of the service.	1. Add phone number to survey. See if we could further add VWA point of contact as well
<b>Minutes: Format</b>	Request to revise the format as it is difficult to determine what the assignments were and what are the deadlines. Maybe, in some way, the RFP issues that has happened has been more difficult because the minutes do not delineate who is responsible nor does it translate what happened. There are two additional formats that are being examined but maybe, the original minutes which clearly states who is assigned and follow up assignments in a respective time frame may be a more concise and appropriate format. If the committee could explore this area and determine which is the best format for minutes that will be helpful to the committee. If there are suggestions, please forward them to SAVIN Coordinator	1. Forward suggestions of minutes format to SAVIN Coordinator

<b>Adjournment and Next Meeting</b>	The meeting was adjourned at 11:40 a.m. The next meeting is tentatively set on June 17 <sup>th</sup> , Zoom Mtg.	1. SAVIN Coordinator to email agenda for next meeting
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Respectfully submitted by: Garret Takahashi

Provisional Final submitted: August 10, 2020