

Summaries At-A-Glance: SAVIN Governance Committee

Meeting Date	July 1, 2020
<p>Attendees</p>	<p>Members Present: Angelina Mercado (HSCADV), Cindy Shimomi-Saito (SATC), Juliet Sadama-Uemura (PSD-RAVS), Tommy Johnson (HPA), Julie Ebato (AG-CPJAD), Wendy Ganiko (CVCC), Tim Hansen (HI County VWP), Randi Barretto (CVCC), Dayna Miyasaki (JUD), Linda Nishimura (Hon County VWKS), Toby Wilson, Susan Ucol-Camacho (PSD)</p> <p>Others Present: Dennis Dunn (VWKS), Pamela Ferguson-Brey (CVCC), Monica Lortz (PSD), Deborah Chai (HI County VAU), Greg Esteban (Hawaii PD), Carlotta Carvalho (MADD), Paul Applegate (Kauai PD), Nettie Arias (PSD-RAVS), Tani Dydasco (PAS-RAVS)</p> <p>Absent: Garret Takahashi (PSD-SAVIN), Justin Kollar (Prosecuting Attorney – Kauai)</p>
<p>Discussions</p>	<p>I. <u>(NEW) SAVIN Governance Members & Chairperson</u> As of July 1, 2020, newly appointed members of the Committee were chosen and presented. SAVIN Chairperson, Dennis Dunn requested volunteers to resume the role of Chair. SG member Randi Barretto volunteered for the role. The Members confirmed the new Chairperson. Current members term expiration date is June 30, 2021.</p> <p>II. <u>Review and Approval of Outstanding Minutes</u> <i>DISCUSSION/CONCERN(S)</i></p> <ul style="list-style-type: none"> • Meeting Minutes for November 22, 2019 and January 16, 2020 were emailed to the Committee by the SAVIN Coordinator one day before the July 1, 2020 meeting; Committee members could not provide feedback on the minutes from the two (2) previous meetings as there was not enough time to review. • Final Meeting minutes for November 22, 2019, January 16, 2020, and May 27, 2020 have not been approved and posted online in accordance with the Sunshine Law provision. • Current meeting minutes format does not summarize discussion topics in a comprehensive format. Committee members suggest minutes should identify and summarize discussion topics and easily discern concerns and actions plans. • On June 16, 2019, Committee members suggested meeting minutes follow the same format as the JRI Workgroup. To date, meeting minutes have not been revised to reflect the correct format. • Meeting minutes should be drafted, distributed to Committee members, and reviewed within forty (40) days after a meeting is adjourned. • Amendments to draft minutes shall include revisions or corrections. • SAVIN Coordinator will be responsible for posting minutes according to Sunshine Law provisions. • Delays in distributing the minutes to committee members from the last meeting have been attributed to the difficulty experienced when attempting to transfer the minutes from a ZOOM platform onto a CD. <p><i>ACTION PLAN</i></p> <ul style="list-style-type: none"> • SGC meeting minutes for November 22, 2019, January 16, 2020, and May 27, 2020 will be re-drafted to comply with new format. <i>PSD will submit the revised drafts (with track changes) to the Chairperson by July 10, 2020.</i>

- SGC meeting recordings will be forwarded to the SAVIN Coordinator within 48 hours of the meeting by Chairperson.
- PSD will assist the SAVIN Coordinator with the late meeting minutes and ensure Committee members receive future minutes in a timely manner and in accordance to the Sunshine Law provision.
 - The following timeline shall be followed for the distribution and posting of the SAVIN Governance Committee (the “Committee”) meeting minutes:
 - a. The Coordinator shall email draft meeting minutes to the Committee Chair for distribution to the Committee members no later than ten (10) calendar days after the date of any meeting of the Committee;
 - b. The Chair of the Committee shall email the Coordinator any additions, deletions, or corrections from the Committee, if any, within ten (10) calendar days after the coordinator has drafted the minutes;
 - c. The Coordinator shall incorporate the Committee’s additions, deletions, or corrections to create a *provisional* final draft of the meeting minutes. The provisional final draft of the meeting minutes shall be posted to the <https://dps.hawaii.gov/savin/> website as provided by the Sunshine provisions;
 - d. The provisional draft shall be reviewed for corrections at the next scheduled Committee meeting; the Coordinator shall make the corrections immediately and post the final minutes as required by the Sunshine provisions.

III. Cancellation of SGC Meetings & Late Agendas

DISCUSSION/CONCERN(S)

- Meetings for October 30, 2019 and June 17, 2020 were cancelled by the SAVIN Coordinator with short notice; Members are requesting more notice when a meeting is cancelled.
- Agendas are not posted in a timely manner. Members are requesting that the agenda for the next scheduled meeting to be forwarded to them shortly after the current meeting is adjourned, to enable a thorough review of any outstanding items.

ACTION PLAN

- PSD will work with the SAVIN Coordinator and SGC Chair to ensure agendas are finalized and forwarded in a timely manner, to include agendas for the next scheduled meeting.
- PSD will do their best to ensure meetings are not cancelled. If meetings are cancelled the SAVIN Coordinator will provide more time for Members to reschedule and adjust their schedules. No timeline identified.

IV. SAVIN Operating System – RFP Timeline

NEW Chairperson Barretto presented a summarized RFP timeline for *NEW* Committee members. The timeline acknowledged the initial RFP conversations, Subcommittee meetings, and the APRISS contract status. The Chair will email the RFP calendar to the Committee members for review.

DISCUSSION/CONCERN(S)

- Concerns with the APRISS system were identified by the Committee in 2018
- A Subcommittee was established, but only two meetings were held. No meeting minutes or follow up were provided to the Committee.
- Current contract is on its second extension. New end date is April 30, 2021. However, the initial goal was to ensure that the Committee did not have to ask for an extension beyond the April 30, 2020 end date of the 1st extension.
- RFP Draft is with PSD State Procurement Officer (SPO) for final review.

- PSD mentioned the SPO recommends an RFI. PSD explained that according to the SPO, the RFI would be processed quickly (within a week). Committee members expressed their concern as it was determined in prior SGC meetings that an RFI was not needed.
- Identifying an RFP timeline is a requirement under SPO guidelines. An RFP timeline has not been determined.
- The final RFP draft with attachments were provided on June 30, 2020, , leaving the membership with very little time to review prior to the meeting.
- Different start dates led to some confusion over the correct start date of SAVIN Coordinator – which was February 2019.
- The process by which a vendor is chosen has not been clear and ongoing system issues have not been resolved.

ACTION PLAN

- PSD will meet with the Procurement Officer to request additional justification for the RFI suggestion and discuss the RFP and its timeline;
- PSD will schedule a Subcommittee meeting. PSD shall provide a status update on the RFP currently under review by PSD procurement, RFP timeline, final language, and vendor options; a final product will be submitted to the SPO by July 10, 2020.

V. Data Testing Protocol

DISCUSSION/CONCERN(S)

- A data testing protocol (DRAFT) was forwarded to the Committee by the SAVIN Coordinator on June 30, 2020, leaving the membership with very little time to review prior to the meeting. Committee members expressed concerns with the protocol; referring to the draft as “incomplete” and “unacceptable” and missing significant information.
- In 2014, a letter was forwarded to the Director identifying the need for regular testing. The request outlined the need for the SAVIN Coordinator to develop protocols for:
 - a. Tracking and monitoring the SAVIN system;
 - b. Provide and track employee training;
 - c. Create a computation log which reports the number of times the system is tested
 - d. Recognize common discrepancies;
 - e. Identify who and when a person is trained and inputs data into the system.
- PSD is working with Hawaii Paroling Authority (HPA) and the CIMS system to test for SAVIN discrepancies; SAVIN Coordinator is working with Hawaii Paroling Authority to identify discrepancies. Additional testing and monitoring of the CIMS system completed by Committee member (Susan Ucol);

ACTION PLAN

- PSD agreed that the draft submitted to the Committee was “incomplete” and “unacceptable.”
- PSD will work with the Committee to develop protocols which reflect the requests recommended by the Committee.

VI. COVID-19 Updates

DISCUSSION/CONCERN(S)

- Additional changes to the website were made to make the survey more readily accessible.

- APRISS is working on including text messages which include the survey link; still pending
- COVID 19 statement was added to the HI-SAVIN website highlighting resources available to victims
- A decision was made not to develop a special notification identifying the release of inmates due to the pandemic; statement would cause more panic.

Hawaii Paroling Authority (HPA)

- HPA cancelled hearings from March 20 through April 24, 2020. Notifications were sent out to the county Prosecutors offices and Public Defenders, HPA website was updated, and a COVID 19 hotline was created. Messages are updated.
 - UPDATE: Most hearings have been rescheduled and will be held via teleconference instead of in-person.
 - Victims can participate by contacting HPA directly; or sign up for SAVIN. When they see the notification, they can contact HPA or Victim Witness staff to participate via video.
 - HPA purchased several poly-com systems (pending installation Waiawa, WCCC, and Kulani)
- ACTION PLAN*
- APRISS to follow up with updated information on changed to the VINE Link system

VII. SAVIN Inquiry Forms

DISCUSSION/CONCERN(S)

- PSD question:
 - Have the Committee members submitted inquiry forms to the SAVIN Coordinator?
 - Are members receiving follow-up to the forms?
- Members stated Kauai VW Director Diana Gausepohl-White reported forwarding inquiry reports; Ms. Gausepohl-White was not available for comment.
- PSD requesting that Members Cc Monica and Juliet (PSD) when forwarding the SAVIN inquiry forms to the SAVIN Coordinator; members suggested PSD provide an email to the VW advocates to inform them of this new instruction.
- Committee requesting monthly reports of Inquiry forms

ACTION PLAN

- PSD will email all VW Directors and advocates with an email with instruction to cc. Juliet and Monica.
- PSD to provide monthly reports of Inquiry forms and follow up; to be submitted at the end of the month.
- Prior Chair will revise the SAVIN Inquiry form to include the new Chair's information.

VIII. SAVIN Program Update; Special Funds Collections

DISCUSSION/CONCERN(S)

- COVID 19 assisted with the CI and Phone revenue as inmate calls increased due to facility program cancellations and concerns for family. Majority of releases came from the jail population.
- 4% Commissary: \$11,660.88 deposited in June 2020 for the month of April
- Telephone Tax: \$29,868.60 deposited in June 2020 for the month of April
- Currently (3) years of funding in the SAVIN reserve (\$800K+); the funding does not lapse.
- Additions to the fund are regularly reported to the Committee; spreadsheet should include fund balances and expenditures

	<p><i>ACTION PLAN</i></p> <ul style="list-style-type: none"> • PSD to develop a spreadsheet fund balance and expenditures to the Committee
Adjournment	SGC meeting adjourned at 11:15 AM.
Next Meeting	<ul style="list-style-type: none"> • Next SGC meeting date confirmed for August 27, 2020 from 9:30 AM to 11:30 AM.
Action Items	<ul style="list-style-type: none"> • PSD will host a SAVIN subcommittee meeting. Invite will be forwarded to the Subcommittee members in the next “two days.” • <i>RFP Calendar</i> to be distributed to the SGC by NEW Chairperson; calendar to be screen-shared at next Zoom meeting. • Final RFP with Subcommittee input will be submitted to the SPO by July 10, 2020. • The Coordinator shall email written monthly reports to the Chair of the Committee, to be distributed to the Committee, regarding the data and information collected in the previous month regarding SAVIN data testing, SAVIN inquiries and errors, and SAVIN special fund balances.

Provisional Final submitted: August 10, 2020

DRAFT