

## Summaries At-A-Glance: SAVIN Governance Committee (SGC)

Meeting Date	July 19, 2021
<b>ATTENDEES</b>	<p>Members Present: Angelina Mercado, Executive Director, Hawaii State Coalition Against Domestic Violence (HSCADV); Dayna Miyasaki, Program Specialist, Judiciary (JUD); Marita Mullen, Interim Director, Maui County Prosecuting Attorney, Victim Witness Assistance Division (Maui VW); Suzy Ucol-Camacho, Department of Public Safety, Information Technology (PSD-MIS); Toby Wilson (Victim Representative)</p> <p>Designees Present: Paul Applegate, Captain, Kauai Police Department (KPD); Lynn Costales-Matsuoka, Associate Director, Sex Abuse Treatment Center (SATC); Brandon Nakasato, Captain, City and County of Honolulu Police Department (Honolulu PD); Tara Okutsu, County of Hawaii Office of the Prosecuting Attorney, Victim Witness Program (Hawaii County VW)</p> <p>Others Present: Rima Ah Toong, Department of Public Safety, SAVIN Coordinator (PSD-SAVIN Coordinator); Nettie Arias, Restitution Specialist (PSD-RAVS); Tani Dydasco, Restitution Specialist (PSD-RAVS); Pamela Ferguson-Brey, Executive Director, Crime Victim Compensation Commission (CVCC); Dawn Martin, CVCC/HPA Post-Conviction Victim Advocate (CVCC-PCVAP); Juliet Sadama-Uemura, Program Specialist (PSD-RAVS); Tiffany Wood, Appriss, Inc. (Appriss)</p> <p>Members Absent: Randi Barretto, SGC Chairperson, Crime Victim Compensation, (CVCC – SGC Chair); Julie Ebato, Department of the Attorney General, Crime Prevention and Justice Assistance Division (AG-CPJAD); Paul Ferreira, County of Hawaii Police Department (Hawaii PD); Fred Hyun, Board Chairman, Hawaii Paroling Authority (HPA); Tommy Johnson, Deputy Director for Corrections, Department of Public Safety (PSD); Justin Kollar, Prosecutor, County of Kauai Office of the Prosecuting Attorney, Victim Assistance Unit (Kauai VAU); Carol McNamee, Mothers Against Drunk Driving (MADD); Linda Nishimura, County of Honolulu, Victim Witness Kokua Services (Hon VWKS); Dean Rickard, Acting Chief, County of Maui Police Department (MPD)</p>
<b>DISCUSSIONS</b>	<p><b>I. <u>Review and Approval of Meeting Minutes</u></b></p> <p><i>DISCUSSION/CONCERN(S)</i></p> <ul style="list-style-type: none"> <li>• There were several new participants, so SGC Members introduced themselves.</li> <li>• The June 21, 2021 meeting minutes were reviewed and approved by SGC Members.</li> <li>• Ms. Ah Toong (SAVIN Coordinator) commented that meetings have been getting smaller and it may be beneficial to move to quarterly meetings moving forward.</li> </ul> <p><b>ACTION PLAN</b></p> <ul style="list-style-type: none"> <li>• Ms. Ah Toong (SAVIN Coordinator) will post the FINAL meeting minutes from June 21, 2021 and the provisional minutes from July 19, 2021 to the PSD SAVIN website.</li> <li>• Ms. Ah Toong (SAVIN Coordinator) will add reducing the frequency of SGC meetings to the August SGC Agenda.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b><u>SAVIN Marketing Materials and Swag</u></b></li> </ul> <p><i>DISCUSSION/CONCERN(S)</i></p> <p>Swag Distribution:</p> <ul style="list-style-type: none"> <li>• The swag order for hand sanitizer, drawstring bags, and pens was placed, but it is unclear when it will be fulfilled as the swag website does not allow shipping to Hawaii. Ms. Ah Toong (SAVIN Coordinator) will check in on the status of the order during the next bi-weekly technical meeting with Appriss.</li> <li>• Once the order is received, we will reach out to SGC Members for swag orders.</li> </ul>

	<p>SAVIN TV Advertising Campaign:</p> <ul style="list-style-type: none"> <li>• The banner ads are still up on KHON’s website in conjunction with the “Pandemic in a Pandemic” series.</li> <li>• Ms. Ah Toong (SAVIN Coordinator) shared a recording of the 30-second advertising spot with the SGC. SGC Members have already started sharing feedback and ideas on how to improve the next round of advertising and make it more accessible to a lay person.</li> <li>• The next airing for the “Pandemic in a Pandemic” series will be late August. A “Living 808” interview featuring Dep-C Johnson (PSD) filmed on Friday and will air on July 23<sup>rd</sup>.</li> <li>• The next round of TV advertising will be in August – September at the earliest.</li> </ul> <p>SAVIN Radio Advertising Campaign:</p> <ul style="list-style-type: none"> <li>• A contract for radio advertising through iHeart Media has been executed. iHeart media only provides radio stations on Oahu but has the largest listenership Statewide. Ads will run for three (3) weeks in September 2021 and three (3) weeks in March – April 2022.</li> <li>• PSD will be contracting for a Neighbor-island radio campaign in Fiscal Year 2022 to ensure ads have the widest coverage possible.</li> </ul> <p>Hear Me! Podcast:</p> <ul style="list-style-type: none"> <li>• The CVCC/HPA Post Conviction Advocacy Program’s “Hear Me!” podcast has been postponed. The SAVIN episode will be completed once podcast recording resumes.</li> </ul> <p>PavHawaii.com:</p> <ul style="list-style-type: none"> <li>• Ms. Ah Toong (SAVIN Coordinator) and the website team have been working with Ignition 72, a website design company, to develop the permanent pavhawaii.com site. The team has been meeting regularly to discuss design and some of the features and functionalities of the website. The goal is to make a robust and informative post-conviction website that is easily accessible to a wide variety of users.</li> </ul> <p><b>ACTION PLAN</b></p> <ul style="list-style-type: none"> <li>• Ms. Ah Toong (SAVIN Coordinator) will solicit swag orders once the swag is received by PSD.</li> <li>• Ms. Ah Toong (SAVIN Coordinator) will gather more data on the language needs of underserved populations and contact Language Services Hawaii to start getting a quote for translation of the SAVIN brochures (on hold).</li> </ul>
	<p><b>II. <u>Notification Settings</u></b></p> <p><i>DISCUSSION/CONCERN(S)</i></p> <p>Death Notifications and Delete Dates:</p> <ul style="list-style-type: none"> <li>• Ms. Ah Toong (SAVIN Coordinator) is still conducting preliminary research and will share information with the SGC once the research has been completed.</li> </ul> <p>Upcoming Release Notifications:</p> <ul style="list-style-type: none"> <li>• A description of the issue with “upcoming release” notifications was sent to the SGC along with some potential solutions. The discussion was postponed to next month to give Members more time to consider each option.</li> <li>• Ms. Costales-Matsuoka (SATC) asked that the information be forwarded to her. Mrs. Ah Toong (SAVIN Coordinator) answered she would share it with all new participants.</li> </ul>

	<p><b>ACTION PLAN</b></p> <ul style="list-style-type: none"> <li>Ms. Ah Toong (SAVIN Coordinator) will continue to research facility's death notification processes and share the information with the SGC.</li> <li>Ms. Ah Toong (SAVIN Coordinator) will forward the information on "advance release" notifications to new SGC meeting participants.</li> </ul>
	<p><b>III. Monthly SAVIN Reporting</b></p> <p><i>DISCUSSION/CONCERN(S)</i></p> <p>SAVIN data tracking and training:</p> <ul style="list-style-type: none"> <li>There were 21 system tests conducted in June, including 18 Resynchronization Reports (Resyncs) and 3 manual data quality tests.</li> <li>Six (6) of the Resyncs resulted in "missed notifications" that needed to be manually checked by PSD. From those, 7 notifications were approved and 12 were rejected.</li> <li>Eleven (11) "Daily notification checks" were conducted in June. The notification "error rate" was 28.4%. The two most common reasons for errors were incorrect release dates, which impacted 45.7% of all release notifications, and incorrect parole hearing dates and data entry issues, which impacted 40.1% of all parole-related notifications.</li> <li>A comparison of all offenders in PSD's Offender Management System (OffenderTrak) and VINE was completed. One duplicate offender was found on VINE, and three escapees from 2008-2009 were being excluded from the VINE population file due to the escape information in OffenderTrak not being completed correctly. Additionally, 55 offenders that were released between 2017 - 2019 were showing as in custody on VINE due to old notification trigger logic that has since been updated.</li> <li>Additionally, a comparison was done to see how many offenders currently in custody have at least one registration associated with them in VINE. As of June 28<sup>th</sup>, 2021, 99% of offenders in custody had at least one VINE registration. Since October 2020, the percentage has fluctuated between 89% and 99%. It should be noted that percentages may include registrations that are no longer active. However, the numbers indicate SAVIN utilization is very high.</li> <li>There were 5 Appriss tickets opened in June. Four (4) were related to the above issues and were successfully addressed and closed. One (1) ticket is for an offender who was released June 25<sup>th</sup> but still showing in custody on VINE; the ticket is still open. The fixes for the 2 date issues were implemented on June 30<sup>th</sup>.</li> <li>There was also an issue with the "More Information" button on VINELink that was identified and resolved on June 24<sup>th</sup>. If Members still get an error message when you click "More Information," clearing your cache should resolve the issue.</li> <li>The priorities for July are to continue with the daily notification checks and documentation of notification triggers and data procedures. The documentation project may continue throughout the next year.</li> <li>There were 47 calls to Appriss Victim Service Representatives (VSRs) during the month and 10* email requests for additional support. The topics included: add to allow list – 21, search for an offender – 19, delete notification/stop notification – 4, notification question – 3, add a registration – 3, data incorrect – 3, dead air – 1, technical assistance – 1, application error – 1, agency referral – 1.</li> <li>There were no calls to the SAVIN Coordinator in June.</li> </ul> <p>SAVIN Inquiry Reports:</p> <ul style="list-style-type: none"> <li>One (1) inquiry form was submitted in June. The inquiry was closed after it was confirmed with the facility the offender was released and rebooked within a few minutes.</li> <li>Four (4) inquiries from October - April are "open" and 3 more are "pending" for additional research/system fix. Almost all are parole related. For open and pending tickets, the average number of days the inquiry has been open is 201. The maximum is 281 days, and the minimum is 78 days.</li> <li>Reviewing parole notification triggers is scheduled to occur as part of the migration to VINE Standard.</li> </ul>

	<p>SAVIN Special Funds:</p> <ul style="list-style-type: none"> <li>• SAVIN collections were about average in June. June was the end of Fiscal Year 2021, and reconciliation may take a few months.</li> <li>• Expenditures for June include around \$68,801.25 in encumbrances in addition to funds actually expended. The goal was to encumber or expend as much as possible in Fiscal Year 2021 to ensure SAVIN funds are used for the SAVIN program and not appropriated to the General Fund by Legislature again next year.</li> </ul> <p><b>ACTION PLAN</b></p> <ul style="list-style-type: none"> <li>• PSD will continue to conduct analysis and documentation on how different types of notifications function.</li> <li>• Ms. Ah Toong (SAVIN Coordinator) will complete the reconciliation of Fiscal Year 2021.</li> </ul>
	<p><b>IV. <u>SAVIN RFP Status</u></b> <i>DISCUSSION/CONCERN(S)</i></p> <ul style="list-style-type: none"> <li>• Appriss’s HCE compliance has lapsed. Appriss submitted the paperwork to show tax compliance, however the IRS processing has been slow due to the pandemic. The contract cannot move forward until they are back in compliance.</li> </ul> <p><b>ACTION PLAN</b></p> <ul style="list-style-type: none"> <li>• Ms. Ah Toong (SAVIN Coordinator) will continue following up to make sure the RFP/Contracting process moves forward.</li> </ul>
	<p><b>V. <u>SAVIN and RAVS Directed Reorganization</u></b> <i>DISCUSSION/CONCERN(S)</i></p> <ul style="list-style-type: none"> <li>• The paperwork needed to consolidate all post-conviction programs to CVCC’s office is almost complete.</li> <li>• PSD is still researching how to accomplish the official reorganization and will provide updates during the next SGC meeting.</li> </ul>
<b>ADJOURNMENT</b>	<ul style="list-style-type: none"> <li>• The meeting was adjourned at approximately 9:34 a.m.</li> </ul>
<b>NEXT MEETING</b>	<ul style="list-style-type: none"> <li>• The next meeting is tentatively set on Tuesday, September 28, 2021, via Teams (9:00 am -10:30 am)</li> <li>• The JRI Workgroup Meeting is Tuesday, September 28, 2021, via Teams (10:30 – 12:00).</li> </ul>

*\*Correction. It was reported during the meeting there were 11 email requests for support.*