

House District 14, 15, 16

Senate District 7

THE TWENTY-SIXTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 117-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

Rec'd JAN 28 2011

GRANT REQUEST - OPERATING

GRANT REQUEST - CAPITAL

SUBSIDY REQUEST

"Grant" means an award of state funds by the legislature, by an appropriation to a specified recipient, to support the activities of the recipient and permit the community to benefit from those activities.

"Subsidy" means an award of state funds by the legislature, by an appropriation to a recipient specified in the appropriation, to reduce the costs incurred by the organization or individual in providing a service available to some or all members of the public.

"Recipient" means any organization or person receiving a grant or subsidy.

STATE DEPARTMENT OR AGENCY RELATED TO THIS REQUEST (LEAVE BLANK IF UNKNOWN):

STATE PROGRAM I.D. NO. (LEAVE BLANK IF UNKNOWN):

1. APPLICANT INFORMATION:

Legal Name of Requesting Organization or Individual:  
Young Women's Christian Association of Kauai  
Dba:  
YWCA of Kauai  
Street Address:  
3094 Elua St  
Mailing Address:  
3094 Elua Street  
Lihue, HI 96766

2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:

Name RENAE HAMILTON  
Title Executive Director  
Phone # 808-245-5959  
Fax # 808-245-5961  
e-mail director@ywcakauai.org

3. TYPE OF BUSINESS ENTITY:

- NON PROFIT CORPORATION
- FOR PROFIT CORPORATION
- LIMITED LIABILITY COMPANY
- SOLE PROPRIETORSHIP/INDIVIDUAL

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

FAMILY VIOLENCE SHELTER

4. FEDERAL TAX ID # \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2011-2012: \$ 103,214.00

8. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:

- NEW SERVICE (PRESENTLY DOES NOT EXIST)
- EXISTING SERVICE (PRESENTLY IN OPERATION)

SPECIFY THE AMOUNT BY SOURCES OF FUNDS AVAILABLE AT THE TIME OF THIS REQUEST:

STATE \$130,840  
FEDERAL \$392,576  
COUNTY \$55,669  
PRIVATE/OTHER \$20,000

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

RENAE HAMILTON, EXECUTIVE DIRECTOR  
NAME & TITLE

01/27/2011  
DATE SIGNED

ORIGINAL

GRANT IN AID APPLICATION  
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## Application for Grants and Subsidies

*If any item is not applicable to the request, the applicant should enter "not applicable".*

### I. Background and Summary

Elsie Wilcox founded the Young Women's Christian Association of Kauai (YWCA of Kauai) in 1921 beginning its extensive history of providing services to women and their families. The YWCA of Kauai is a member Association of the YWCA of the USA and unites in the following statement of purpose:

*YWCA is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all*

The YWCA of Kauai is a leader on issues of women's empowerment and the elimination of racism on this rural island. In addition to being a passionate advocate for these issues that are integral to the mission of the National YWCA organization, the YWCA of Kauai has crafted a local mission specific to the needs of Kauai that involves: a strong commitment to eliminating Family Violence in all of its forms, to provide treatment to those who have been traumatized by violence, and to provide the skills necessary so that individuals who once were violent can live productive and caring lives.

In its efforts, the primary emphasis in all YWCA of Kauai programs is placed on victim safety and empowerment. The array of programs includes:

- ❖ Alternatives to Violence/Domestic Violence Intervention
- ❖ Family Violence Shelter
- ❖ Coordination of Community Domestic Violence Task Force
- ❖ Sex Assault Treatment Program
- ❖ Sex Abuse Treatment Services
- ❖ Adult Sex Offender Treatment
- ❖ Youth with Sexual Problems Treatment Program
- ❖ Prevention Education/Youth Services
- ❖ Camp Sloggett

The YWCA of Kauai has a long history of providing services that address family violence. The Family Violence Shelter was established in 1980 and the YWCA has been offering an Alternatives To Violence Program since 1985. Historically this program has followed the Duluth Domestic Intervention Project (DAIP) model that holds batterers accountable and places the onus of intervention on the community and not the victim.

The YWCA of Kauai Family Violence Shelter provides short-term emergency housing for female victims of domestic violence and their qualified children. For up to 90 days, clients are provided a safe and secure shelter, meals, and clothing. Clients also receive comprehensive counseling and education provided by staff skilled on issues relating to domestic violence and appropriate referrals to other community assistant programs.

Grant in Aid funds will be leveraged with other funds to provide shelter and services to Kauai's unsheltered homeless victims of domestic violence.

The YWCA of Kauai, founded in 1921 and a member of the YWCA of the USA, is a membership organization dedicated to improving the lives of women and girls. Throughout the history of the YWCA of Kauai we've developed programs to meet the changing needs of the island community and currently have programs for victims of sexual assault and their families; victims of sexual abuse and their families; sex offender treatment for adults and juveniles; domestic violence intervention/treatment and education for perpetrators of domestic violence; and services for youth including leadership development.

For over 25 years the YWCA's Family Violence Shelter has provided immediate emergency housing for hundreds of women and their children each year. Women can access shelter services by calling the 24-hour crisis line where a trained advocate will document the call and provide the caller with information about services which may include emergency shelter, Temporary Restraining Order, information on domestic violence treatment programs and/or referrals to other community agencies.

In recent years the number of referrals to the YWCA's domestic violence programs has increased significantly. Perpetrators, referred through Family Court to our Alternatives to Violence program, have increased and program personnel report that they are witnessing behaviors that can be attributed to the use of illegal and controlled substances and mental health issues. Women who are attempting to escape violence often find themselves without financial resources or fearing for the safety of friends or relatives should they take them in. They have only one safe and confidential alternative and that's the YWCA's Family Violence Shelter.

As a partner in the continuum of care for Kauai, the primary objective of the Family Violence Shelter is to provide services and shelter to victims of domestic violence. Along with providing secure shelter, meals, clothing and other personal needs, clients are provided comprehensive case management and assessment. Residents are required to attend twice weekly group sessions as well as individual counseling sessions and develop a plan to address their needs such as housing, health, financial support, childcare, employment, substance abuse treatment, etc.

Most referrals for services are received through our 24-hour crisis hotline. When a person calls requesting services, the staff completes a crisis response sheet. This form includes information regarding the nature of the call, a short narrative of the caller's

issues as well as a place to document the referrals and information given to the caller. Demographics on the caller are also gathered if the caller is willing to share this information. These forms are placed in a binder and all staff review these calls when they come on duty in order to be aware of what has been happening since they were last on duty.

A weekly progress plan is developed with each client during their stay at the shelter. This progress plan documents the goals they have developed in conjunction with the case manager. At every change of shift, there is an update provided to the advocate coming on duty about the status of each resident. Every other week at staff meetings, the weekly progress plan for each resident can be reviewed by the Clinical Director, Shelter Co-Directors, and Children's Advocate to assure that issues and needs that may affect progress are promptly addressed. When appropriate, coordinated case planning conferences are held between the resident, Co-Directors and representatives from partner agencies. An example of coordinated case planning is for residents who are staying at the shelter for domestic violence and who also have significant mental health and/or alcohol and drug issues. By working closely with the staff from partner agencies, residents receive the community based support and services they need for mental health and/or drug and alcohol treatment while they are at the Shelter. Staff also provide referrals and assist clients with completing forms for various state and private service agencies.

## **II. Service Summary and Outcomes**

The Family Violence Shelter provides shelter, advocacy, and education to women and children who are victims of domestic violence and promotes the principle that all individuals have the right to a life free from abuse. Our mission is supported by four agency goals:

1. To provide short-term emergency protective shelter for women and children who are victims of family violence
2. To help victims of domestic violence break the cycle of abuse through programs of education, support, referral, and advocacy
3. To disseminate information to the community that promotes understanding about the factors involved in domestic violence
4. To advocate for changes which will provide the opportunity for a lifestyle free of violence for all people.

### **Emergency Shelter Services**

GIA funds will help to ensure the Family Violence Shelter will remain open and provide services 24-hours a day, 365 days a year.

Female victims of violence and their children are able to access domestic violence services, via the domestic violence hotline operated by our trained staff, 24- hours a day. The callers are advised on the admittance process for emergency shelter services and options available to them. They also receive emergency counseling to help ensure their safety. Client referrals may also come from the Police, Department of Human Services, Child Protective Services, Victim Witness and other social service agencies, churches, employers, attorneys, friends, family, other YWCA programs, or through prior contact with the shelter.

Emergency shelter services include: comprehensive intake and assessment, housing for up to 90 days, individual and/or group counseling, safety planning, temporary restraining order (if requested) and referrals.

Upon contact with the shelter program, the staff assesses whether the individual(s) meet the admission criteria for the shelter. Males seeking residential services are referred to other agencies that might be able to provide temporary shelter assistance for them. Admission criteria includes actual or potential victims of domestic violence and their children. Residential clients must be able to provide for their basic physical needs and their children's, i.e. ability to feed and dress themselves independently. Upon arrival at the shelter, the initial intake process begins with assigning a bedroom and providing food or clothing as needed. An in-depth assessment is completed after 72 hours and additional information is collected as required by various funders. During the intake process staff go over the program rules and policies with the clients and answer any questions about the

program and provide the resident with the shelter handbook and copy of the grievance policy.

Clients are informed about the shelter's services and told what to expect from the program and what is expected from them during their stay in the shelter. A personal progress plan is developed which may include the need for police reports, CPS reporting, medical interventions or any immediate special needs that the family may have.

When a client exits the shelter, she is informed of the availability of follow-up services. These services include, individual counseling and educations, support groups and children's programs.

NUMBER OF RESIDENTIAL CLIENTS: 100 women, 110 Children per year  
NUMBER OF NON-RESIDENTIAL CLIENTS: 1,000 women, 100 children per year.

### **Crisis Assistance**

A crisis hotline is available to the general public 24-hours a day. Through this service shelter staff are available to receive calls ranging from person(s) in immediate need of shelter due to physical violence, to someone who sees the abuse in their relationship and wants to leave before there is actual physical abuse. Other calls come from family or friends upset and needing education about what the victim is going through or how to support the victim. All crisis hotline calls are confidential.

Hotline staff are trained to provide domestic violence and sexual assault education and information as well as assisting the caller in developing a safety plan. Staff can assist callers in scheduling appointments for TRO as well as individual counseling. Callers are provided information about support groups and other community resources.

NUMBER OF HOTLINE CALLS: 1,500 per year

### **Individual Services**

Each week the staff meets individually with each participant to review the old goals and set new goals. During this meeting the staff provide domestic violence education using current problems or issues the client is dealing with. Staff encourage clients to work toward their goals by providing support and suggestions.

A safety plan is developed with each participant that addresses managing further threats or incidents of violence and how to maintain her safety while at work, visiting friends or family, or out in the community.

### **Group Sessions**

Support groups are held a minimum of once a week. Some of the topics covered in the adult group include:

- Cycle and dynamics of domestic violence
- Power and control issues
- Denial
- Communication styles
- Assertive communication skills
- Anger management issues
- Effects of domestic violence on children
- Age appropriate child behavior
- Children acting out in the home
- Positive discipline
- Time-outs
- Self esteem
- Creating a non-violent home
- Financial well being

Groups for children are held concurrent with the adult group. Using age appropriate material and information, the following issues may be addressed:

- Breaking the secret of domestic violence and sexual assault
- Safety planning
- Feelings
- Support for non-violent life style and behavior
- Anger management
- Good touch vs. bad touch

The shelter uses arts and crafts with children which help them express hidden feelings. Recreation playgroups are held for the very young children and held with appropriate modeling of non-violent discipline and limit setting.

Special groups are held with adults to discuss parenting issues as needed.

### **Housing Assistance**

In September, 2009, the YWCA of Kauai began a 3 year contract to provide HPRP (Homelessness Prevention and Rapid Re-housing Program) services through the Hawaii Public Housing Authority targeted to women/women and children leaving a domestic violence situation. The contract provides for a half time Housing Specialist/Manager and funds for housing assistance. Victims of domestic violence are frequently without resources for independence and require a coordinated effort to achieve both independence and safety. Due to both the financial dependence on a partner and the psychological harm caused by domestic



violence, women/women and children often feel trapped and have difficulty leaving the situation as well as caught in a cycle of returning to an unsafe living situation for themselves and their children. HPRP offers transitional support to this population on Kauai.

HPRP offers case management services and financial assistance to eligible candidates to prevent loss of current housing or access to housing. Covered expenses can include back rent owed, rental assistance, utility bills, security deposit or moving costs. Case management may include counseling, developing, securing and coordinating services, monitoring and evaluating program participant progress, assuring that participants' rights are protected and developing an individualized housing and service plan which includes a path to permanent housing stability subsequent to HPRP financial assistance. Securing and retaining suitable housing is an integral part of independence and safety for women and children escaping intimate partner violence.

## **OUTCOMES**

The overall goal of the shelter is to enhance safety and justice for battered women and their children.

The program outcomes are:

- A survivor's immediate safety
- the immediate safety of the survivor's children
- a survivor's increased knowledge about domestic violence
- a survivor's increased awareness of options
- a survivor's decreased isolation
- a community's improved response to battered women and children
- a public's increased knowledge about domestic violence

### III. Financial

#### Budget

Budget forms attached

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
25,804.00	25,803.00	25,804.00	25,803.00	103214.00

1. The applicant shall provide a listing of all other sources of funding that they are trying to obtain for fiscal year 2011-2012.

State of Hawaii – Department of Human Services  
County of Kauai – General budget  
County of Kauai – Office of the Prosecutor  
US Department of Justice - Office of Violence Against Women

## IV. Experience and Capability

### A. Necessary Skills and Experience

The YWCA of Kauai offers a comprehensive domestic violence intervention system. In addition to other programs, the YWCA is experienced in responding to the multiple needs of victims of domestic violence and their families.

Kauai's YWCA operates programs that work to overcome such problems as sexual assault, domestic violence and family conflict. They include:

- ◆ **Family Violence Shelter:** In 1980 the YWCA began its Family Violence Shelter for the victims of domestic violence in Kauai. The shelter offers safety and services for women and children who suffer from the effects of domestic violence. The services provided by the Family Violence Shelter include room and board, counseling, support groups, a 24-hour hotline, TRO's, court advocacy, 24-hour crisis intervention and advocacy with other community agencies. In hopes of stopping the intergenerational cycle of violence, the shelter also provides services for the children in the shelter. The location and all of the services offered by the shelter are kept confidential. The State Department of Human Services, State Judiciary, VOCA and private donations fund this program.
- ◆ **Sexual Assault Treatment Program (SATP):** The YWCA has operated The Sexual Assault Treatment Program since 1982. The program provides 24-hour sexual assault crisis intervention, counseling, medical, legal and judiciary advocacy for victims of sexual assault and their families. The YWCA/SATP is a member of the Sexual Assault Response Team. The program also presents information to community regarding sexual assault/abuse. This program is funded in part by the State Department of Health.
- ◆ **Sex Abuse Treatment Program:** The Sex Abuse Treatment Program has been at the YWCA since 1995 and is designed to provide counseling to families when incest has occurred. Based on the State's guidelines for services, the program provides group, family and individual counseling. Clients in this program are referred through Child Welfare Services. Most clients are supervised under the jurisdiction of the Family Court. The State Department of Human Services funds this program through a purchase of service contract.
- ◆ **Alternatives to Violence Program,** started in 1985, is designed to meet the needs of those who use or experience violence within their relationships. The program provides education and treatment to teen and adult clients including the Duluth Domestic Violence Model and incorporates treatment as well as education to address the problem of partner violence in alignment with the

victim centered approach that is the philosophical core of the YWCA of Kauai social services The State of Hawaii Judiciary and client fees fund this program.

- ◆ **Sex Offender Treatment Program:** The YWCA of Kauai's Sex Offender Treatment Program works with court referred adult and juvenile sex offenders who are in need of treatment. Intensive group, individual therapy and psycho-educational services are offered. Using a relapse prevention/cognitive psycho-educational model, the goal of the program is to reduce the chances of re-offence and increase community safety. This program is funded through contract with the State of Hawaii Judiciary and Department of Public Safety.
- ◆ **Camp Sloggett:** Located in beautiful Koke'e Forest State Park, Camp Sloggett is a rustic and peaceful spot that offers hiking trails, streams, rare vegetation and wildlife. Originally built in 1925 by Henry and Etta Sloggett as a family retreat, the camp served as a getaway for the Sloggett family and friends. After Henry's death in 1938, the Sloggett children generously gave the camp to the YWCA. In 1993 the camp was put on the Register of National Historic Sites. Today Camp Sloggett is the site for many worthwhile programs run by the YWCA. The camp is rented to groups as a unit and serves as a hostel for individual campers.

The YWCA Family Violence Shelter has been successfully providing services to female victims of domestic violence and their children since 1980. Services provided by the Family Violence Shelter include emergency housing, counseling, support groups, a 24-hour hotline, Temporary Restraining Orders (TROs), court advocacy, 24-hour crisis intervention and linkage with other community agencies.

The YWCA Family Violence Shelter (FVS) is the only program on Kauai that has, as its primary goal; services and shelter to victims of domestic violence. The FVS is the only shelter on Kauai, as well as maintaining the only 24-hour crisis line addressing the issue of domestic violence. The YWCA has been awarded the State Purchase of Service contract to provide shelter and services for victims of domestic violence and their dependents on Kauai since 1980.

The FVS also provides: intake and assessment; emergency shelter for up to 90 days; individual counseling; educational support groups; referrals and advocacy; Temporary Restraining Order preparation and court advocacy; community education and training; and parenting skill group. Our program also works with the children who accompany their mothers into the shelter program. Parents are assisted in learning non-violent limit setting and are provided age appropriate development information. Children are encouraged to talk about their feelings and experiences and are provided with age appropriate education on domestic violence. Referrals are given to agencies that provide services specifically for issues dealing with children.

In addition to the Shelter programs the YWCA has successfully administered a number of POS contracts with the State of Hawaii for Domestic Violence Intervention, Sex Abuse Treatment, Sex Assault Treatment, Sex Offender Treatment, and Youth Services.

The management and administrative staff are skilled professionals with many of the staff having 20 or 30 years of experience in their respective fields.

**Recent service contracts**

State of Hawaii – Judiciary Fifth Circuit  
Domestic Violence Intervention Services  
Mr. David Lam 482-2378  
Mr. Edwin Sugawara 482-2422  
3970 Ka'ana St. A-201  
Lihue, HI 96766  
2005-2009 #J06107  
2003-2005 #J04120  
2001-2003 #J02046

State of Hawaii- Department of Human Services  
Emergency Shelter Service and Advocacy for Victims of Domestic Violence  
John Walters (808) 586-5673  
810 Richards St., Suite 501  
Honolulu, HI 96813  
2007-2010 #DHS-07-POS-1880  
2003-2007 #DHS-04-POS-1880

County of Kauai – Office of the Prosecuting Attorney  
Victim Services – Domestic Violence  
Jamie Chong (808)241-1747  
3990 Kaana St., Suite 210  
Lihue, HI 96766  
2009-2010 #8337  
2008-2009 #8136  
2006-2008 #7898

State of Hawaii – Housing and Community Development  
Emergency Shelter Domestic Violence  
Judy Ishida  
677 Queen Street, Suite 300  
Honolulu, HI 96813  
2008-2009 #HPS 08-17  
2004-2005 #S-04-DC-15-0001

## **Facilities**

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable.

The YWCA of Kauai offices located at 3094 and 3095 Elua Street, Lihue, house the administration, Sex Abuse Treatment Services, Sex Assault Treatment Program, Juvenile Sex Offender Treatment Program and Alternatives to Violence Program and can accommodate individual or group sessions. Housing all treatment services within the one agency has allowed staff expertise to be allocated among programs in such a manner as to best serve the clients and the community, in addition to providing the opportunity for clients, regardless of their referral source, to receive the most appropriate services.

The Family Violence Shelter is centrally located on Kauai at a confidential site to ensure the safety of residents. The shelter consists of 6 bedrooms, three bathrooms, playroom for children, large common living room, kitchen, lunchroom and play area in the back yard. The facility is equipped to meet current American with Disabilities requirements.

## **V Personnel: Project Organization and Staffing**

### **A. Proposed Staffing, Staff Qualifications, Supervision and Training**

The Shelter is staffed 24-hours a day, 7 days a week, 365 days a year. During the weekday hours, when the demand for services is at its highest, there is a variety of staff available to assist our clients. This includes Women's Advocates, and generally the Children's Advocate, as well as one or more of the Co-Directors and volunteers. By the late evening hours when the phone calls and general business begins to slow down, the staffing is generally reduced to one staff member from 10 P.M.-7 A.M. shift. On weekends there is one staff member on duty at all times. A staff log is maintained to update incoming staff, this allows for continuity in case management for participants, as well as providing an opportunity for staff to be aware of any problems and get support from their team members in dealing with any difficulties which may have arisen during their shift.

In case of emergency such as a tsunami or hurricane, the YWCA Shelter has a contingency plan for staff coverage and procedures for continuance of the program. Based on the history of Hurricane Iniki in 1992, these procedures were effective. The shelter program was fully staffed and continued to provide services to victims throughout the hurricane and through the months of chaos and rebuilding that followed.

The shelter admits approximately 100 women and 130 children for residential services. These clients equate to approximately 2500-4000 bed days. Other services include:

- Over 1100 hotline calls
- 120 clients provided Temporary Restraining Order preparation assistance
- Over 550 hours of community outreach and education
- 200 hours of group counseling sessions
- 3000 hours of individual counseling sessions

#### **1) Staff Qualifications**

At a minimum, the YWCA requires that all staff have a high school diploma or equivalent. Staff providing therapeutic treatment are required to have earned a Master's Degree in psychology or related field and are supervised by the Clinical Director. Family Violence Shelter staff are required to have experience in the domestic violence field or with a related target group. Staff working with children must have experience and training working with children and knowledge of child development.

Hawaii Criminal Justice Data criminal history record checks are completed on all employees, volunteers or sub-contractors who are in a position that necessitates

close proximity to clients at the time of hire. For staff working in a position which necessitates close proximity to children, adolescents, or adults, an additional check is done through Protective Services Central Registry. Applicable criminal history checks are done again 12-months later and every other year thereafter.

All Shelter staff are required to model appropriate interpersonal skills and function as a team member. All staff complete a minimum of 25 hours of training to provide services to victims of domestic violence.

The YWCA of Kauai Board of Directors governs, sets policy and develops the short and long term goals of the organization. The Board of Directors also supervises the **Executive Director, Renae Hamilton**. She is accountable for general operation of the YWCA and its programs. Ms. Hamilton supervises all Program Directors/Managers and Administrative Directors. In addition to supervisory responsibilities, she is instrumental in program development and assists the Board of Directors by providing them with the information and data needed to make sound decisions for the future of the YWCA of Kauai. Ms. Hamilton received her Master's degree in Educational Administration from the University of San Francisco. She was hired by the YWCA in 1996 as a Crisis Worker and Women's Advocate. She advanced to the head of the Sexual Assault Program before being selected for her current title in August 2007. Ms. Hamilton has years of experience in program and staff management and in developing innovative programs and initiatives.

The **Clinical Director, Joan Luzney**, provides program supervision and clinical consultation to domestic violence services Program Directors. The Clinical Director also assists with the development of programs based on resources and coordinates efforts across programs to assure consistent service quality, contract compliance and ethical service delivery. Ms. Luzney is a Hawaii State licensed marriage and family therapist with over 35 years in program and clinical service delivery.

The **Co-Directors of Domestic Violence Service** are three 1.0 FTE employees supervised by the Program Manager and are responsible for the overall administration of the Family Violence Shelter programs and services. Co-Directors **Diane Wada, Renee Lippmann, and Kathy Freire** provide direct services to clients, supervise the Shelter staff and represent the agency's domestic violence services. Qualifications for these positions are; Bachelor's Degree in Human Services and/or three years of progressively responsible work in a social service or a non-profit agency. Education and experience must demonstrate good interpersonal skills and the ability to communicate effectively.

The **Chief Financial Officer Rodalita Galiza**, is a full-time employee that supervises the accounting staff and is responsible for the financial management



and contract fiscal compliance of the YWCA's 2.1 million dollar annual budget. In addition to the financial responsibilities, the Chief Financial Officer assists the agency's staff with program and fund development objectives.

The **Outreach Coordinator, Pramala Spencer**, is a full-time employee supervised by one of the Co-Directors of Domestic Violence Services. The Outreach Coordinator provides assistance to all Department of Human Services clients who may be eligible for the Welfare to Work exemption due to domestic violence, as well as other clients who access shelter services. The Outreach Coordinator provides direct services to clients through screening and intakes, including information and education to clients on domestic violence in addition to case management and follow-up services. The Outreach Coordinator also facilitates support groups, prepares Temporary Restraining Orders, and provides court advocacy. Qualifications for this position include high school diploma or equivalent, Bachelor's Degree in human services field and/or two years of progressively responsible work in social services or a related field, knowledge of domestic violence and sexual assault issues, knowledge of the justice system and community services, and the demonstrated ability to effectively deal with persons who have issues of anger and violence.

The **Shelter Facility Manager, Adele Alkire**, is a .8 FTE employee supervised by the Co-Directors and is responsible for all aspects of the Shelter's appearance and maintenance. The SFM provides direct services through informal support to shelter residents by scheduling and monitoring household tasks, purchase and maintenance of household foods and supplies, and providing residents with access to necessary bedding and clothing. Qualifications for this position include high school diploma or equivalent and experience in the domestic violence field or related area.

The **Housing Manager, Amy Kurtz**, is a .9 FTE employee supervised by the Co-Directors and is responsible for administering the Homeless Prevention and Rapid Re-housing project of the YWCA. Ms. Kurtz provides housing support, education, and case management to victims of domestic violence seeking housing assistance. She screens potential clients for HPRP services; determines and verifies eligibility for clients and assists clients with referrals and advocacy as needed to assist them in addressing their housing needs. Qualifications for this position include work experience in the domestic violence or related field, ability to understand and manage budgets and contract compliance.

**Women's' Advocates I and II and Relief Advocates** work varied FTE's and are supervised by the Co-Directors. Direct services include support to shelter residents, including information on the nature and prevention of domestic violence, assisting residents with childcare arrangements, handling crisis calls, screening and admitting residents and insuring that personal needs of the residents are met. Qualifications for these positions include high school diploma or

equivalent, experience with domestic violence or related area and demonstrated interpersonal and communications skills.

**Children's Coordinator, Cheryll Edwards**, is supervised by one of the Co-Directors. Direct services include implementation and coordination of programs for children and their parents, facilitation of group sessions for children, intake and screening of children, emotional support advocacy and appropriate referrals for children to help them understand and process their feelings. Qualifications for these positions include high school diploma or equivalent and experience and training working with children and knowledge of child development and domestic violence.

**Crisis Workers** work varied FTE's and are supervised by the Clinical Director. Direct services include, answering hotline calls, face-to-face assistance to victims of domestic violence and/or sexual assault and their families, victim advocacy, support and information and the provision of follow-up services. Qualifications for this position include high school diploma or equivalent, professional and/or life experience that enable her/him to provide crisis intervention and include good communication skills.

Criminal history record checks, Child Protective Services and Adult Protective Services screening are completed on all employees, volunteers or sub-contractors who are in a position that necessitates close proximity to clients. A copy of the criminal history record check and Adult Protective Services check are placed in the personnel file and are available for review.

Job descriptions are provided in attachment A

### **1) Supervision and training**

The Clinical Director is ultimately responsible for meeting the program goals of the shelter and has developed a line of supervision to best achieve optimum functioning of the shelter. The Co-Directors report to the Clinical Director. The Co-Directors coordinate and share the supervision and reporting responsibilities of the shelter.

The YWCA provides comprehensive on-going training to all staff through in-house workshops and when available, through appropriate on and off island training programs. The YWCA supports opportunities for staff to receive on-going training at off-island sites and believes that by attending these trainings staff have an opportunity to network with other service providers and learn new techniques and cutting edge developments in the provision of services to victims of domestic violence.

Upon hire all Shelter staff must complete a 25-hour training and orientation period to familiarize them with the programs and services provided by the shelter and other service agencies on Kauai and in Hawaii. Staff are introduced to the agency's philosophy in the treatment and education of victims of domestic violence and Domestic Violence program goals and objectives. They also read the Clinical Policy Manual and sign a statement indicating their understanding of the standard to be upheld.

**B. Organization Chart**

Attachment B

## **VI. Other**

### **A. Litigation**


The YWCA is not involved or aware of any pending litigation.

### **B. Licensure or Accreditation**

N/A

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2011 to June 30, 2012)

Applicant: YWCA of Kauai

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	69,629			
2. Payroll Taxes & Assessments	10,242			
3. Fringe Benefits	18,385			
<b>TOTAL PERSONNEL COST</b>	<b>98,256</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	2,500			
7. Telecommunication	2,000			
8. Utilities	458			
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>4,958</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>103,214</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	103,214	Leila Thompson 245-5959		
(b)		Name (Please type or print) Phone		
(c)				
(d)				
<b>TOTAL BUDGET</b>	<b>103,214</b>	Rena Hamilton, Executive Director Name and Title (Please type or print)		

## BUDGET JUSTIFICATION PERSONNEL - SALARIES AND WAGES

Applicant: YWCA of Kauai

Period: July 1, 2011 to June 30, 2012

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Clinical Director (Luzney)	0.75	\$59,803.00	10.00%	\$ 5,980.30
Co-Director (Wada)	1	\$49,916.00	25.00%	\$ 12,479.00
Co-Director (Lippman)	1	\$51,000.00	25.00%	\$ 12,750.00
Co-Director (Freire)	1	\$41,922.00	25.00%	\$ 10,480.50
Women's Advocate	1	\$24,960.00	100.00%	\$ 24,960.00
Children's Advocate	1	\$29,787.00	10.00%	\$ 2,978.70
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				<b>69,628.50</b>
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
PERSONNEL: PAYROLL TAXES, ASSESSMENTS, AND FRINGE BENEFITS**

Applicant/Provider: YWCA of Kauai

RFP No.: \_\_\_\_\_ Period: 1-Jul-11 to 30-Jun-12

Date Prepared: 1/18/2011

Contract No.: \_\_\_\_\_  
(As Applicable)

TYPE	BASIS OF ASSESSMENTS OR FRINGE BENEFITS	% OF SALARY	TOTAL
<b>PAYROLL TAXES &amp; ASSESSMENTS:</b>			
Social Security	69629	7.65%	5,326.58
Unemployment Insurance (Federal)	69629	0.00%	0.00
Unemployment Insurance (State)	69629	2.65%	1,845.16
Worker's Compensation	69629	3.83%	2,666.77
Temporary Disability Insurance	69629	0.58%	403.85
			10,242.35
<b>SUBTOTAL:</b>			
<b>FRINGE BENEFITS:</b>			
Health Insurance	personnel policy	19.40%	\$ 13,509.00
Retirement	personnel policy	7.00%	\$ 4,876.00
<b>SUBTOTAL:</b>			18,385
<b>TOTAL:</b>			28,627
<b>JUSTIFICATION/COMMENTS:</b>			

SPO-H-206B

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: \_\_\_\_\_

Period: July 1, 2011 to June 30, 2012

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
JUSTIFICATION/COMMENTS:				



**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: \_\_\_\_\_

Period: July 1, 2011 to June 30, 2012

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2009-2010	FY: 2010-2011	FY:2011-2012	FY:2011-2012	FY:2012-2013	FY:2013-2014
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES**

The undersigned authorized representative of the applicant acknowledges that said applicant meets and will comply with all of the following standards for the award of grants and subsidies pursuant to section 42F-103, Hawaii Revised Statutes:

- (1) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant or subsidy is awarded;
- (2) Comply with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
- (3) Agree not to use state funds for entertainment or lobbying activities; and
- (4) Allow the state agency to which funds for the grant or subsidy were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant or subsidy.

In addition, a grant or subsidy may be made to an organization only if the organization:

- (1) Is incorporated under the laws of the State; and
- (2) Has bylaws or policies that describe the manner in which the activities or services for which a grant or subsidy is awarded shall be conducted or provided.

Further, a grant or subsidy may be awarded to a non-profit organization only if the organization:

- (1) Has been determined and designated to be a non-profit organization by the Internal Revenue Service; and
- (2) Has a governing board whose members have no material conflict of interest and serve without compensation.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant or subsidy used for the acquisition of the land.

Further, the undersigned authorized representative certifies that this statement is true and correct to the best of the applicant's knowledge.

Young Women's Christian Association of Kauai  
(Typed Name of Individual or Organization)



(Signature)

01-27-2021

(Date)

Rena Hamilton

(Typed Name)

Executive Director

(Title)

**YWCA OF KAUAI  
EXECUTIVE DIRECTOR  
JOB DESCRIPTION**

**SUMMARY**

The Executive director is responsible for providing overall management and direction to the YWCA of Kauai in accordance with Board directives and Agency charter, including development of funding to ensure continuation and improvement of programs.

**REPORTS TO:** Board of Directors

**STATUS:** Exempt

**DEPARTMENT:** Administration

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**ESSENTIAL DUTIES**

1. Board Functions

- Provides advice, counsel and information to Board of Directors in order to assist them in setting policies and monitoring the performance to the YWCA of Kauai. A recommends policy, programs and action plan for their approval; and executes all policies/decisions of the Board.
- Assists in developing staff for the Board and its committees and facilitates their work by developing resource materials, providing adequate information and reports and assisting in committee operations; participates in committee meetings as appropriate.
- Directs efforts of the Board in finding and securing adequate sources of funds; ensures Board members are trained in fund development methods.

2. Management Functions

- Develops and maintains an administrative plan and procedures, to ensure clear and definite lines of responsibility, adequate supervision, harmonious working relationships and the promotion of the team approach to functions of the Agency.
- Identifies specific areas requiring planning; develops and recommends goals objectives and action plans for the approval of the Board of Directors.
- Provides for development, implementation and operation of program, standards, guidelines and procedures for implementing the policies and plans adopted by the Board, and for overseeing the effective administration and control of the Agency.

- Provides for regular monitoring and evaluation of all services provided to clients, and other and reports progress to the Board and committees; makes recommendations for changes as needed.
- Responsible for the development of the annual budgets; formulates the budget with the fiscal manager/accountant and program directors for submission to the Board for review and approval; provides for on-going monitoring and review of budgets and proposed revisions as needed; ensures Board is regularly informed as to the financial status of the Agency.
- Provides for the appropriate control and accountability of all funds, physical assets and other property.
- Provides for optimum staffing and utilization of competent staff; defines and delegates authority ensuring limits are understood with respect to policy, commitments, expenditures and action affecting personnel.
- Protects the YWCA 's legal interests and maintains it operations with the law; retains and works with outside counsel to obtain opinions or handle claims and litigation.

### 3. Public Relations/Fund Development Functions

- Represents the Agency to prospective and current major funding sources including public agencies, corporations, foundations and individuals; meets with possible donors to develop their interest in the YWCA.
- Participates in major public relations activities to improve the public's recognition of the Agency's programs.
- Speaks for the Agency in the community to promote its purposes, goals and programs.

### 4. Supervision

- Provides consultation to management staff regarding program and/or administration issues and problems that require executive level decisions.
- Performs managerial duties including interviewing applicants for management positions, assigning and reviewing progress of major assignments; conducting performance appraisals and approving salary increases; and developing higher levels of expertise in staff members by encouraging further education, participation in seminars and providing learning opportunities within the Agency.

5. **Other**

- Oversees the preparation of reports for United Way and other funding sources, and the submission of reports of National YWCA.
- Participates as an active member of the YWCA State Council and the Western Regional Council.
- Maintains professional skills and knowledge; reads professional literature and learns about pertinent trends; participates in training opportunities for professional growth.

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**POSITION REQUIREMENTS**

These specifications are general guidelines based on the minimum experience ordinarily consider essential to the satisfactory performance of the job. Individual abilities may result in some deviation from these guidelines.

To perform effectively in this position, the incumbent is required to have:

- A working knowledge of the YWCA's philosophies and community programs
- Very effective oral and written communication skills
- Financial skills sufficient to develop and manage the YWCA's budget
- Effective leadership and organizational skills
- Working knowledge of fund raising and demonstrated skill in same
- Current drivers license and driving record acceptable to the Agency's carrier, if required by job duties
- Ability to support the mission and philosophy of the YWCA which includes acceptance of multicultural diversity

The skills and ability to manage the activities of others are also required. These include a working knowledge of the management process which includes the ability to plan departmental activities (setting objectives, developing strategies, budgeting, and developing policies and procedures); to organize the function necessary to accomplish the activities; to staff effectively (selecting and training employees); to direct employees towards the desired objectives (delegating, motivating, resolving problems); and to control the function (developing performance standards, measuring results, taking corrective action and rewarding employees as appropriate).

Typically these skills and knowledge are the result of a combination of formal education including a graduate degree in management, finance, public administration or related area, and several years of managerial experience in increasingly responsible management positions in for profit or non-profit organizations.

# ***RESUME***

## **Personal Information**

Rena Hamilton, M.A.  
395A Kaholalele Road  
Kapaa, HI 96746  
(hm) 823-9432 (cell) 635-3024

## **Education**

- 1993 – MA Degree in Educational Administration, University of San Francisco
- 1986 – BA Degree in English, San Diego State University
- 1979 – AA Degree, Southwestern Jr. College
- 1977 – High School Diploma, Mar Vista High School

## **Employment History**

*October, 1996 – Present: YWCA of Kauai*

Since August, 2007 I have been the Executive Director for the agency. In this role I am responsible to supervise the overall quality of the agency programs and staff, plan and manage the agency budget and promote the agency to the general public. I work closely with the Board of Directors and Program Directors in policy and procedure review and implementation. The Executive Director also actively participates in the Regional and National meetings of the YWCA organization. All personnel issues are reviewed by the Executive Director and provides input and feedback before any action is taken. The ED also works with the Board and staff to create, define and communicate the vision for the agency and ensure its future role in the community.

As Program Director for Sexual Assault Treatment Program my position included supervising the 24-hr. crisis line, crisis workers, monitoring SATP budget, collaborating on grants and organizing fund raising efforts. I continue to provide support services to sexual assault victims in peer group settings and some individual psycho-educational sessions. I represent SATP on statewide and local boards and committees with a variety of agencies.

As Assistant Program Director for SATP, my responsibilities included psycho-educational counseling with children of all ages who have been sexually assaulted. I also provided support services for victims, families, loved ones, and co-facilitated peer support groups. Clinical methods used include; art, puppetry, and play therapy. My duties also included supervising the 24-hour crisis line and crisis workers. Taught prevention of sexual assault classes at schools, community groups, and professional agencies. As assistant director I represented SATP on various community committees and boards.

*October, 1996 – February, 1997: SATP Crisis Worker and Women's Advocate I  
YWCA of Kauai SATP and Family Violence Shelter*

Duties included answering the sexual assault and domestic violence 24 hr. crisis lines, advocating for clients with law enforcement, medical personnel, and other support

services. I facilitated support groups, presented dating violence presentations at schools and in the community, and referred clients to appropriate resources.

*August, 2002 - Present: Patch Trainer – Patch of Kauai*

As a PATCH trainer I teach classes to licensed child care provider or those interested in becoming a licensed care provider. Areas of instruction include business aspects of child care, child development, appropriate discipline methods, importance of routine and structure, and how to maintain a safe environment for children.

*September, 1989 – June, 1991: Teacher – St. Catherine School*

Implemented a variety of teaching methods emphasizing hands on curriculum with meaningful activities and experiences to enhance the learning process. Parent participation was encouraged in homework assignments and planned outings that included Hawaiian studies and cultural experiences. Participated on curriculum committees, organizing school wide events, conflict management program, public speaking and sports.

*July, 1991 – September, 1993: Principal - St. Catherine School (Pre-8<sup>th</sup> grades)*

Areas of responsibility included curriculum development, overseeing personnel, staff development, counseling with students, parents, and maintaining public relations. I also monitored the budget, organized fundraising, and participated on school board and community groups.

# YWCA of Kauai

## JOB DESCRIPTION

Position Title: Clinical Director  
Program: Agency wide in Human Services Programs  
Responsible to: Executive Director  
Classification: Exempt

### Qualifications:

1. M.S.W., M.A. or Masters Degree in one or combination of following fields: social work, counseling, and psychology.
2. Five years related professional experience, in child abuse, sexual abuse/sexual assault domestic violence and treatment with children and adults.
3. Licensed as a clinician in the State of Hawaii.
4. Five years experience providing clinical supervision, program development, and program management in human services.

### Function:

Manage multi-source program in Human Services. To provide clinical supervision and consultation to staff and Program Directors.

### Duties and Responsibilities:

1. Manage and direct crisis, clinical, support and educational components of victim centered programs, in conjunction with staff and Program Directors serving victims, their families and offenders.
2. Supervise clinical, Program Director(s) and Crisis Coordinator.
3. Perform all duties in compliance with the laws and regulations of the State of Hawaii and the United States government.
4. Work up to 40 hours per week.
5. Respond to RFP's and funding opportunities, develop programs based on resources and coordinate efforts across programs to assume consistent service quality, contract compliance, and ethical service delivery.

### Additional Requirements:

1. Valid Hawaii driver's license, vehicle, and proof of insurance.
2. Willing and able to travel around the island for meetings.
3. Willing and able to travel off-island for training and meetings.
4. Excellent verbal and written skills.
5. Knowledgeable about services for families and children available in the community.
6. Ability to work as part of a team and collaborate effectively with other victim centered service providers and stakeholders.



**JOAN FALLON LUZNEY**

**Work: 808 245-5959**

**Home: 808 212-1747**

6418 Puupilo Rd., Kapaa, HI 96746

**PROFESSIONAL EXPERIENCE**

**HAWAII:**

**January 2011 – Present**

Clinical Director

YWCA of Kauai

Provide clinical supervision, oversight and consultation to all programs offering advocacy, counseling and treatment which includes 24/7 hotlines, crisis intervention, domestic violence services, family violence shelter, batterer treatment, sexual assault and abuse services for both juvenile/adult victims and offenders. Assure service integration, contract compliance and quality program development.

**February 2008 – December 2010**

PROGRAM MANAGER

YWCA of Kauai

Manage domestic violence and youth services. D.V. services include a family violence shelter for women & children and alternative to violence treatment program for batterers. Youth Services include sexual assault and domestic violence prevention, after school and camp programs for girls and leadership development for youth ages 14 – 21. Provide clinical consultation, staff supervision, program development, and contract compliance.

**January 2007 – August 2007**

INTERIM EXECUTIVE DIRECTOR

INTERIM FAMILY VIOLENCE SHELTER DIRECTOR

YWCA of Kauai

Direct and manage agency wide and program specific services and operations. Oversee fiscal management and resolve year end financial concerns. Provide support to the Board of Directors, committees, program managers and staff as needed. Screen and interview candidates for open positions; orient new Directors. Provide personnel intervention, reorganize as needed due to program deficits and bring contract requirements up to date. Position includes responsibility for overall organizational stability for 45 staff during transition to new Directors and direct planning/preparation for beginning of fiscal year.

**May 2006 – January 2007**

PROGRAM DIRECTOR

YWCA of Hawaii Island

Manage sexual assault treatment program including clinical supervision of therapists, crisis intervention coordinator and crisis workers. Assure compliance with County, State and Federal contracts for data collection, outcome measures and service goals. Respond to grant proposal requests, develop service narratives and quarterly/annual reports. Screen, select and train new employees providing education/prevention and crisis services.

**January 2001-March 2006**

CLINICAL DIRECTOR

YWCA of Kauai

Provide clinical oversight, supervision, and consultation to programs: Alternatives to Violence, Juvenile Sex Offender Treatment Program, Mental Health Program, Family Violence Shelter, Sexual Assault Treatment Program, Sex Abuse Treatment Services and Sex Offender Treatment Program. Provide management and policy direction to assure quality service delivery, program development and contract compliance. Facilitate supervision group for post master degree therapists working towards licensure. Provide direct treatment as needed.

**2001 – 2006**

ADJUNCT FACULTY

Argosy University

Teach application of family therapy theory to Marriage and Family Therapy students in Master's Program. Practicum seminar leadership to two cohorts of students while in placement at their clinical practicum sites.

**February 1998 – December 2000**

DIRECTOR

YWCA of Kauai

Sexual Assault Treatment Program

Direct and supervise sexual assault program including crisis intervention, clinical and prevention services. Respond to RFP's and community requests for service development and monitor contracts. Provide treatment to survivors of sexual assault.

**October 1999 – September 2000**

CLINICAL CONSULTANT

Hawaii Behavioral Health

Provide clinical supervision to therapists in an individual and group format providing intensive home based treatment services. Review treatment planning and interventions, coordinate systems collaboration, assure maintenance of legal/ethical standards and continuous quality improvement.

**April 1998 – October 1999**

PROGRAM MANAGER

Hawaii Behavioral Health

Manage an intensive home-based program serving children and adolescents with emotional/behavioral disorders and their families referred through the public schools. Provide supervision, program and clinical direction. Respond to RFP's as requested.

**CALIFORNIA:**

**July 1996 – December 1997**

DIVISION MANAGER

Children and Family Division

Napa County Health and Human Services Agency

Manage division providing assistance and services to children and their families which includes child welfare, mental health, public health, public assistance and drug and alcohol units, managers, supervisors and staff (140). Provide management and policy direction for service delivery, utilization of resources, contracts, operational management and administration.

**February 1992 – July 1996**

DEPUTY PROGRAM CHIEF

Children's Services

Napa County Health and Human Services Agency

Manage direct service units, which provide prevention, intervention and treatment services to children, youth and families. Supervise four supervisors, a Staff Services Specialist, programs and staff (50). Programs include Child Welfare Services, Mental Health, Drug and Alcohol, Family Preservation and Center for Mental Health Services five-year grant to provide a system of Care in Napa County for children and adolescents who are severely emotionally disturbed. Provide policy and program management, clinical direction, project design, development, implementation, negotiations and evaluation of contracts (30) and system coordination with other youth service organizations.

**July 1987 – February 1992**

SUPERVISING MENTAL HEALTH COUNSELOR II

Children's Services

Napa County Health and Human Services Agency

Supervise staff of 34 including three supervisors and three programs: Mental Health, Child Welfare Services, and Family Preservation. Clinically supervise ongoing child welfare services, day treatment and mental health case management staff. Provide program and personnel supervision, project implementation, contract negotiation, evaluation and supervision.

**May 1986 – June 1987**

SUPERVISING MENTAL HEALTH COUNSELOR I

Geriatric Long Term Care

Napa County Health and Human Services Agency

Supervise five social workers, two gero-psychiatric case managers and support staff. Provide clinical case consultation including assessment, case planning, intervention and linkage to appropriate resources. Facilitate staff training regarding community resources, mental health, and health and medical issues, agency procedures and provide needed information and direction to staff. Conduct weekly staff meetings, evaluate staff performance, and administer programs. Function as the Napa County Deputy Conservator and Representative Payee.

**May 1983 – May 1986**

CASE MANAGER

Adult Continuing Care Services

Napa County Health and Human Services Agency

Manage caseload of adults with severe and persistent mental illness. Assess and evaluate clients for service and level of care. Develop treatment plans, coordinate services and consultation to service providers. Educate families and board and care operators. Liaison to community sheltered workshop and social rehabilitation facility.

**November 1982 – May 1983**

PROGRAM COORDINATOR

Bay Area Community Services

East Bay Transitional Services

Alameda County

Assistant to Clinical Director. Supervise interns in agency evaluation. Counsel program staff regarding program definitions and evaluation. Counsel program residents and their families.

**September 1982 – May 1983**

COUNSELOR

Volunteers of America

Alameda County

Manage caseload of adult felons in transitional residential facility. Assess and evaluate clients for service. Provide counseling to residents and families regarding community adjustment, link residents to community resources and facilitate group therapy. Train residents in job preparation skills.

**November 1981 – September 1982**

CONSULTANT

Bay Area Community Services

East Bay Transitional Services

Alameda County

Design clinical charting system for two transitional residential facilities. Utilizing social rehabilitation model, develop charts to follow resident from entry through discharge documenting goals and objectives, treatment plans, maximizing engagement with client, reducing redundancy and process recording areas. Design and implement a program evaluation encompassing a continuum of services that include a sub-acute facility, two transitional facilities and five Creative Living Centers (socialization and pre-vocational programs). Counsel and train staff, interns and volunteers on treatment and evaluation.

**VOLUNTEER:**

Community Counseling Center  
Napa County  
1991 – December 1997

Provide two hours of weekly group clinical supervision and consultation to paraprofessional volunteer counselors.

**PRIVATE PRACTICE:**

Napa County  
1991 – December 1997

Provide psychotherapy to primarily adult population with history of child abuse, impairment in relationships and personal functioning.

**EDUCATION:**

- B.S.W.      San Francisco State University
- M.P.A.      Specialty in Social Welfare Administration  
San Francisco State University
- M.A.      Counseling  
University of San Francisco
- M.F.C.C.    Marriage, Family and Child Counselor  
California License No. MFC27936 (former)
- M.F.T.      Licensed Marriage and Family Therapist  
Hawaii License No. 6
- Approved Supervisor    American Association for Marriage & Family Therapy
- CPRP      Certified Psychiatric Rehabilitation Practitioner

**YWCA Kauai  
JOB DESCRIPTION**

**Position Title:** Shelter Manager/Co-Director

**Program:** Family Violence Shelter

**Responsible to:** Program Manager

**Supervises:** Children's Coordinator and Woman's Advocates

**Classification:** Exempt

**Hours of Work:** 40 hour/wk: Flexible Schedule

**Qualifications:**

1. Person should be sympathetic with the mission of the YWCA and its purpose and imperative. (See attached YWCA Mission Statement).
2. High School diploma or GED.
3. At least 2 years of work experience as a Women's Advocate or equivalent work experience in the domestic violence field. A Bachelor's Degree in human services may be substituted for one year experience.
4. Experience with group facilitation.
5. Must understand and be able to manage program budget, plan service delivery within budget limits and make decisions for expenses within monetary constraints.
6. Must demonstrate leadership qualities including supervisory skills, capacity to motivate performance and problem solve utilizing positive and team enhancing approaches.
7. Must demonstrate good interpersonal skills, and ability to communicate effectively, both orally and in writing.
8. Must be able to respond to requests for information required for state, local and foundation grants as well as identify goals and objectives in writing necessary for the completion of RFPs.
9. Must demonstrate proficiency in the use of office equipment, i.e., computer, copier, fax machine, etc.
10. Ability to work with individuals from diverse backgrounds. Ability to maintain confidentiality within the program and community.

11. Possession of a valid driver's license and access to an insured vehicle.
12. Ability to work evenings and week-ends if job requires.

### **Functions:**

Provides for the emotional and physical needs of Shelter residents as a primary responsibility and assists in the performance of household tasks as a secondary responsibility.

Co-Directs and oversees service delivery and management of the Family Violence Shelter in conjunction with two other Co-Directors.

### **Responsibilities:**

1. Provides informal support to residents, related to day to day coping, using the relationship with the residents to nurture and model appropriate interpersonal skills.
2. Facilitates women's support groups with a focus on the dynamics of domestic violence and prevention of further violence.
3. Provides information on the nature and prevention of domestic violence and prevention of further violence. Coordinate outreach and PR (PSA's, newsletter,etc.)
4. Prepares Temporary Restraining Orders, provides court advocacy and prepares reports as needed.
5. Handles crisis calls by providing support, information and referrals. Screens and admits residents.
6. Provides direct supervision and performance evaluation for Children's Coordinator and Women's Advocates. Available to staff for consultation 24/7.
8. Provides training and in-services to other social service agencies or groups on domestic violence issues as needed. Attends the Hawaii State Coalition Against Domestic Violence meetings.
9. Maintains records and statistical reports as required by funding contracts and state and federal regulations. Assist with data and narrative for grant reports and ensures deadlines are met.
10. Reports to appropriate agencies and maintains records on all suspected or confirmed child abuse and neglect situations.

11. Assists with Shelter and YWCA events that may occur, such as the annual Candlelight Vigil, YWCA fundraising events, YWCA annual meeting, trainings and other activities as requested by the Program Manager.
12. All other duties as assigned.



Diane Wada  
2815 Kanani St.  
Lihue, HI 96766  
808-645-0938  
808-245-4172

## WORK HISTORY

October 2008-Present  
YWCA Of Kauai Family Violence Shelter  
Co-Director

July 1997-October 2008  
YWCA Of Kauai Family Violence Shelter  
Shelter Manager  
Advocate I, II, III

Education- BA-Sociology University of Hawaii

### Special Trainings

25 hr. Domestic Violence Training

25 hr. Hawaii Employers Council Supervisory-Management Development  
Series

2 day San Diego DV & Sex Assault Training Conference

2 day Oahu Supervisory Training Skills

2 day Suicide Intervention Training

2 day YWCA Pacific Region Conference

Annually since 2000-DV Coalition Conference

Certified in 7 Habits of Successful People

### Workshops

Family Violence Assessment on Children

Stalking/Harassment

Grief, Trauma, and suicide prevention for youth in crisis

Substance Abusing Parents and Child Removal, Visitations & reunification

Sexual Behavior Problems & Sexual Abuse of Children

Racial Justice/Branding

Hooponopono

LGBT Training

Kathy Freire  
P.O. Box 662290  
Lihue HI 96766  
808-651-9023  
[kathy\\_freire@yahoo.com](mailto:kathy_freire@yahoo.com)

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YWCA of Kauai Domestic Violence Shelter  
June 1999 – Present

*Women's Advocate June 1999-May 2007*

Respond to Crisis Phone Calls, including Sexual Assault, Domestic Violence, and Suicide.  
Women's Intakes into Residential Program.  
Progress Planning, Domestic Violence Counseling and Community Referrals.

*Night Manager May 2007-October 2008*

Above duties plus:  
Support person for weekend, night and relief staff  
Facilitate staff communication  
Maintain 24/7 Schedule/Coverage  
Creation and Revision of Shelter forms

*Co-Director October 2008-present*

Above duties plus:  
Co-Management of Shelter Operations, Policy, Staff and Program  
Manage data collection and reports  
Quality assurance of documentation

Headway Corporate Staffing Services  
(work performed on Kauai for  
Research Triangle Institute)  
September 1999 – -present

*Field Representative, NSCAW*

Trace and locate, and secure cooperation of Survey Respondents  
Administer Computer Assisted Interviews to Respondents: Parents, Children, Caseworkers, and Foster Parents  
Administer early childhood assessments and measurements

Consultant to Aloha Church  
Lihue HI  
March 2004 – July 2008

Organizational Capacity Building  
Creation of  
Employment Policies  
Volunteer Management Policies  
Board Evaluation and Training  
Financial Best Practices  
Church Website  
Stakeholder Database

Hiring Office and Outreach Staff, Training and Supervision

Creation of “Crossroads Community Support Services”

Serving adults in transition with:

Pre-Employment Skills Training  
Resume writing/ Job Search Assistance/ Clothing  
Computer Classes

Life Mapping

Community Referrals and Support

Serving at-risk youth with:

Life skills training  
Pre-Employment Skills Training  
Computer Classes

2004 Girlz Zone: Building protective factors in small groups: Self Esteem, Self-Awareness and Social Skills for Young Women in Middle School

Bookkeeping and Recordkeeping pursuant to Federal Grant Regulations

Kauai Vacation Rentals and Real Estate, Inc.  
July 1999 – Feb 2004  
*Bookkeeper*

2008 Trainings

HSCADV – VAWA

First Aid/ CPR

ASIST – Suicide First Aid

All State Foundation Financial Empowerment

Leading From Your Strengths

Hawaii Employer’s Council: Correcting Poor Performance

**RENEE LIPPMANN**  
**6693 Kipapa Road**  
**Kapaa, HI 96746**  
**808 212-1747**

### WORK HISTORY

October 2008-present

Co-Director/ Case Manager YWCA Domestic Violence Shelter

I was promoted to co-director of the shelter this past October. My duties in that capacity include overseeing the shelter budget, providing supervision to shelter staff, maintaining records and statistical reports for funders, networking with other agencies providing services for woman and children and assisting with shelter and YWCA events and trainings.

February 2008-October 2008

Case Manager YWCA Domestic Violence Shelter

Duties include: providing emotional support, advocacy and appropriate referrals to residents, completing an in depth psychosocial assessment for each resident, developing a plan for each resident to address individual needs, planning and implementing an adult support group for residents, answering crisis calls and screening clients for admittance to the program, coordinating case conferencing at weekly staff meetings.

January 2007-February 2008

Case Manager Interstate Compact Program Catholic Charities Hawaii

The Interstate Compact Program (ICPC) works with foster children who have been sent to Hawaii from the mainland to live with relatives with the goal of permanency either through adoption or long term guardianship. I provide case management for the children and their placement families assuring that the placement is safe and stable. I do in depth assessments of the placement family before the children are placed to ensure that the home will be appropriate. Once the children are placed, I do ongoing supervision of the home providing information and referral regarding appropriate services to help stabilize/sustain child's placement in the home. I update the sending state with any changes or concerns about the placement. I create service plans for the children and monitor compliance. I provide crisis intervention as well as regularly scheduled visits to the home. I work a flexible schedule including some evenings and weekends to accommodate the children and families served.

January 2006 – September 2006

Co-Trainer and Family Assessment writer for PRIDE PROGRAM,  
Hawaii Behavioral Health.

I help facilitate a 6 week session for prospective foster/adoptive parents for the Department of Human Services. After successful completion of training, I do in depth interviews with the family and create a written assessment which will help determine qualification for State licensure.

June 2002-August 2005

Coordinator for PATCH, Kauai's Resource and Referral agency for childcare.

Duties include: recruiting and supervising trainers, ensuring compliance with all contractual obligations and preparation of reports, assessing childcare needs and resources in the community and determining ways in which PATCH might address these needs, providing child care resource and referral information to parents and others as requested, providing consumer education to parents about quality child care, representing PATCH on various boards, task forces, councils and committees, maintaining current information on data base on child care providers, pre-schools and community resources, conducting follow up calls to determine parent satisfaction, monitoring budget.

In addition, I am a certified West Ed. PITC (Program for Infant/Toddler Caregivers) trainer and I conducted trainings for licensed family child care providers, potential providers, pre-school staff and other interested community members.

September 1998-April 2002

Family Development Specialist PRIDE PROGRAM, Child and Family Service, Kauai.

Duties included recruiting, screening, training and evaluating prospective foster and adoptive parents for Department of Human Services. I conducted home visits to ensure families were appropriate for parenting at risk children and that their homes were safe and met licensing requirements. I taught a nine week training class and completed home studies for each eligible family and obtained required documentation.

February 1997-July 1999

Home Based Family Counselor/ Child and Family Service, Kauai.

Through referrals from Child Protective Services, I dealt with children at risk for out of home placement due to abuse or neglect or out of control behavior. Problem areas were identified and goals set to accomplish necessary objectives to maintain the child at home in a safe, nurturing environment.

December 1989-October 1996

Mental Health Counselor/ Family Preservation Program and System of Care, Napa County Children's Services, Napa, California.

I dealt with Napa County's most fragile families. Case management was provided to families with Child Protective Services involvement. These families were identified as having children at high risk of removal from their homes due to physical or sexual abuse or neglect. Services were also provided to children being returned to their families from out of home placement including foster care, residential treatment centers and psychiatric facilities. Work in the home included observation of parent/child interaction and subsequent education and modeling of appropriate parenting skills. Family meetings addressed daily structure, assignment of chores, food planning and preparation. I was promoted to lead worker on this project and helped train new workers on the team.

January 1988-January 1989

Assistant Director N.E.W.S. Napa Emergency Women's Shelter, Napa, CA.

I worked the crisis line screening calls from woman needing emergency shelter for domestic violence. I counseled women in the shelter on domestic violence issues and worked on creating a plan for themselves and their children in preparation for leaving the shelter.

September 1984- January 1989

Manager- Samaritan House, Napa County's Homeless Shelter for families. NCCEO Napa County Council for Economic Opportunity, Napa, CA.

My duties included maintaining smooth daily operation of the shelter, supervision of shelter staff, case management of resident families, and screening applicants for admission.

### **EDUCATION**

Masters Degree in Counseling, Sonoma State University May 1993, Rohnert Park, CA.  
BA. Degree in Psychology, Sonoma State University.

### **COMMUNITY SERVICE**

Member, Kauai Community College Early Childhood Advisory Board, December 2003-September 2005.

Member, Kauai Ho'owai wai Native Hawaiian Childhood Consortium, January 2004-September 2005.

Member, Keiki O Kauai Family Child Care Association July 2002- September 2005.

Board Member, Napa County Shelter Project 1987-1989

Board Member, Napa County Rental Information and Mediation Services 1988-1989

Volunteer, Napa Emergency Women's Shelter 1985-1987.

Volunteer, Napa County Suicide Prevention Hotline 1984-1986.

# YWCA of Kauai

## JOB DESCRIPTION

Position Title: **OUTREACH COORDINATOR, DOMESTIC VIOLENCE INTERVENTION**

Program: **Family Violence Shelter**

Responsible to: **Domestic Violence Services Director**

Classification: **Exempt**

Hours of Work: **Flexible, Full-Time**

Location: **YWCA of Kauai, Ohana Visitation Center Lihue HI 96766**

### **Qualifications:**

1. High school diploma or GED.
2. Thorough knowledge of domestic violence and sexual assault issues.
3. Knowledge of the justice system as well as community services.
4. Bachelor's Degree in human services field and/or two years of progressively responsible work experience in a social service or non-profit organization. Bachelor's degree in counseling maybe substituted for 1 year of experience.
5. The ability to work with individuals from diverse backgrounds.
6. Good interpersonal skills, ability to communicate effectively, both verbally and in writing.
7. Ability to deal effectively with persons who have issues of anger and violence.

### **Function:**

Coordinate all aspects of Family Court Restraining Order program. This includes preparation of TRO's, tracking the order through the system, client follow-up, and court advocacy. Facilitate support services for victims of domestic violence.

### **Responsibilities:**

1. Screen and complete intakes for all qualified individuals.



2. Complete appropriate forms for TRO. Assist client in the process of filing the TRO with Family Court.
3. Provide domestic violence education utilizing the Power and Control Wheel, Cycle of Violence and other acceptable materials.
4. Provide follow-up services for all clients receiving services.
5. Complete a safety plan that is specific to each client's needs.
6. Provide support, information and referrals to clients for any needs they have that could be served by another YWCA program or another social service agency.
7. Facilitate a support group for program participants.
8. Act as a liaison between Kauai Police Department and the client to ensure the TRO is served and enforced.
9. Develop and maintain positive and effective working relationships with other social service agencies, the courts and police.
10. Provide education on domestic violence to community groups and agencies as required.
11. Completed all required documentation and reports to funding agencies as required.
12. Report all suspected child abuse/neglect and elder abuse/neglect to appropriate agencies.
13. Attend all agency staff meetings and program staff meetings as required.
14. Liaison between ATV Program, Shelter Program, TRO Services and program participants.
15. Interface with staff across programs in a collaborative manner.
16. Coordinate data collection and tracking across the DVI system.
17. Participate in decision making as a member of a team. Supervision will be shared between the ATV and Shelter directors.
18. Performs other duties as assigned.

# Resumé

## Pramala Spencer BSc (Hons) Psychology

PO Box 883, Koloa, HI 96756  
Telephone No: 808-647-0459 E-mail Address: pramala@gmail.com

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### SUMMARY OF QUALIFICATIONS AND SKILLS

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A dedicated professional and honors graduate with proven caring and assessment skills with regards to people. Experienced in all aspects of administration and office management. Strong team player with excellent communication skills, both written and verbal. Strong sense of commitment to projects both personal and business with a motivation to continue to grow professionally and contribute to the success of the project or organization. Demonstrated areas of expertise include:

Project/People Management	Assessment skills	Organizational Skills
Planning/Coordinating	Coaching	Teaching and Mentoring Skills
Interpersonal Skills	Presentation Skills	Problem Solving
Detail Oriented	Confidentiality	Meeting Deadlines

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### PROFESSIONAL SKILLS

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#### Work Experience

**April 2010 to Present Outreach Manager, TRO/TANF Coordinator – DVIP  
YWCA, Kauai.**

- Assisting both women and men with the process of filing a TRO as well as offering court support and counseling.
- Assisting with the process of application for DV status for women who apply for the TANF allowance and ensuring that criteria for TANF are adhered to.
- Holding weekly outreach support group for women with DV issues, providing relevant information, education and therapeutic support.
- Ensuring that monthly and quarterly reports are compiled and sent re: TRO and TANF
- Providing support to the women's shelter as an advocate.

**2008 – Present Crisis Therapist & Case Manager,  
Care Hawaii Inc, HI.**

Up until April 2009, this position had a triple role responsibility. Since April 2009, this has been downsized to just the CSM and CMO role.:

- Crisis Mobile Outreach therapist (CMO) - CMO providing community-based services to consumers experiencing psychiatric and psychosocial emergencies, responding to emergencies with timely (within 45 minutes) face-to-face crisis stabilization services. This role utilizes initiative and often one is required to 'think on one's feet'.
- Crisis Support Management therapist - (CSM) where the CMO role is further extended to support consumer for 5 days after initial crisis. Time-limited support and interventions are provided. Extensive use of initiative is needed in developing goals and life plans for consumer so that they can get back on track to some stability in their lives. Co-ordination and linking to services within the community is crucial for consumer's well being. A caring and empathetic sense as well as good decisions and judging what the consumer needs are and how they can be addressed, are crucial to this role.
- Community Based Case Manager - (CBCM) Case Management Specialist responsible for ensuring all consumers are provided with a complete an integrated consumer-centered intake assessment.
- All roles require daily reporting via DAPs on database for each client visited as well as record keeping of visits and contributing to team meetings weekly and supervision.

**2008 – 2009**

**Youth Group Worker, Hale Opio**

Worked with adolescent youth who have behavior disorders. This was a full time weekend position. Supporting treatment plans and encouraging as well as modeling appropriate behavior. Planning activities to stimulate and encourage youth to diversify their interests. Writing DAPs on their daily behavior and generally supporting individuals with their homework and their program work.

**2006 – Present**

**Clinical Hypnotherapist, Met-a-Morph**

- Dedicated hypnotherapist whose main aim with clients is life transformation. Setting and creating programs that facilitate the success of the client's needs, be it problems with health, behavior or psychological.
- Mentoring and coaching clients through their program and being available for further support and mentoring if required.
- Have worked with a wide age range of clients from as young as seven to eighty five. Have dealt with a wide range of problems associated with children and adults including anxiety, phobias, pain and other disorders both behavioral and physiological. Also worked on a voluntary basis with a local hospice.

**2004 – 2007**

**Executive Assistant/Office Manager/Sales & Marketing Co-ordinator  
Adjusters International, Addison, TX**

- Managed day-to-day responsibilities of running the office and corporate functions. Set priorities, schedules appointments and meetings. Handled travel arrangements. Provided day-to-day support to the management executive(s). Performed a broad range of administrative duties. Served as liaison on behalf of the management executive(s).
- Was responsible for screening correspondence including mail, electronic mail and voicemail, reviewing, prioritizing, routing and responding to inquiries as appropriate; while maintaining confidential business and personnel information. Composed and edited existing corporate correspondence to suit business needs. Frequently wrote on behalf of executives and other company personnel. Developed and initiated procedures that facilitated efficiency within the company. Implemented and developed new marketing strategies with regards to solicitation and market needs. Proficiently and extensively used software applications; e.g., Microsoft Word, Powerpoint, Excel, Microsoft Outlook, ACT and other office equipment.
- Coordinated activities with outside vendors and/or internal and external personnel at all levels. These activities included requesting and/or providing necessary business information and follow-up to ensure issue resolution. Lead or assisted with special projects. Demonstrated strong ability to gather and organize complex information from several sources and compose materials for formal distribution. Liaised with personnel at all levels in industry.

**2002- 2004**

**School Administrator/ Executive Assistant to President  
Bent Tree Child Development Center, Addison, TX**

- Was responsible for school administration and financial responsibilities for the school.
- Reconciled School accounts and input necessary data into system
- Liaised with parents for any discrepancies or to resolve any financial issues
- Was responsible for all the banking
- Produced and developed worksheets to facilitate efficiency within the system
- Worked for the President as an Executive Assistant
- Handled day-to-day administration ie. dealing with mail correspondence, liaising with the school and external vendors/organizations, executing necessary tasks as directed by President

**1999 – 2002**

- Emigrated to the USA and had to wait for a work permit to be issued. During which time, I carried out voluntary work at a local children's charity and completed my degree.

**1996 - 1999 Secretary to the Head of Physical Chemistry and Department**

Knoll Pharmaceuticals, Nottingham, England

- Assisted in the day-to-day administrative and secretarial requirements of the department. Made appointments and kept the Head of Physical Chemistry's diary. Organized travel and training arrangements. Set up administrative systems/processes that facilitated an efficient operation of the department. Monitored staff holidays and maintained cost control and budgets within certain areas of the department. Liaised with personnel at all levels within the company and industry.

**1994 - 1996 Executive Assistant /Secretary - Contract**

Index Recruitment, Camberley, England

- Various assignments at all levels, including a long term contract (7 months) as Group Secretary in a pharmaceutical company. This function was mainly an administrative and co-ordinational role - looking after the group personnel needs, reporting to the Group Head and arranging itineraries, travel arrangements for staff and overseas visitors. The role also included overseeing and organizing the archives, which involved the co-ordination and recruitment of temporary staff, monitoring their progress through weekly meetings and resolving any problems that were identified. General secretarial duties were also incorporated into this role. Other contract assignments included Senior Secretarial position in various other companies.

**1993 - 1994 Executive Assistant to Marketing & Sales Director**

Sandoz Pharmaceuticals, Camberley, England

- Assisted the Director in his day-to-day Marketing and Sales functions, including making appointments, organizing meetings internally and at outside locations, taking minutes at Marketing meetings, preparation for Board Room meetings, liaising at all levels within the company and industry, organizing travel arrangements and itineraries for the Director and overseas visitors, monitoring staff holidays and timesheets. Performed a wide range of administrative duties. This position also included a Secretarial Co-ordinator's role, co-ordinating twelve secretarial staff.

**1991 - 1993 Temporary Secretary**

Index Recruitment, Camberley, England

- Varied assignments with local companies using secretarial skills. Held responsible positions including Executive Assistant to Managing Director on a long assignment. Senior secretarial duties, organizing local and international travel arrangements, liaising with agencies outside the company and liaising at all levels within the company.

**1983 - 1985 Secretary to Sales & Marketing Manager, Scotch Video**

3M UK PLC, England

- General secretarial tasks and liaised with other departments, assisted in the preparation for board meetings, conferences and product launches. This role also included dealing with customer complaints and distribution of Sales Literature to customers and dealers.

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**EDUCATION**

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BSc(Hons) Psychology (UK)

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**LEISURE INTERESTS**

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Art appreciation and galleries, reading, calligraphy, designing/making soft furnishings. Organizing social functions for charity, work and personal. A volunteer for children's charities, helping both the children and parents, in the UK and in Dallas, Texas (Bea's Kids). I have worked (voluntary) for a local hospice in Dallas and have a part-time business as a Clinical Hypnotherapist.

# **YWCA of Kauai JOB DESCRIPTION**

Position Title: **CHILDREN'S COORDINATOR**

Department: **Family Violence Shelter**

Responsible to: **CO-DIRECTORS**

Classification: **Non-Exempt**

Hours of Work: **Flexible, Full-Time**

## **Qualifications:**

1. Person should be sympathetic with the YWCA and its purpose and imperative.
2. High school diploma or G.E.D.
3. Experience and training in working with children.
4. Ability to work with individuals from diverse backgrounds.
5. The education and experience backgrounds must demonstrate good interpersonal skill and the ability to communicate effectively, both verbally and in writing.

## **Function:**

1. Develops, implements and coordinates a program for children and their parents
2. Provide emotional support and activities, including groups, to promote non-violent behavior and non-violent parenting skills.

## **Responsibilities:**

1. Prepare intake and screening of children, including physical, emotional educational needs.

2. Provides emotional support, advocacy and appropriate referrals for children to help them: acknowledge, understand, and proceed their feelings resulting from the violence in their family, learn and practice non-violence communication skills, develop and learn skills in order to protect themselves when living in a home with violence.
3. Plans and implements parent support groups, teaching skills such as: Time-out, stress reduction, limited setting, and development of appropriate consequences.
4. Provides training and guidance on Children's Program policies, time-out techniques, and daily activities to other staff, volunteer, and mothers.
5. Reports all suspected child abuse/neglect to appropriate agencies and program staff.
6. Maintains all records pertaining to child abuse/neglect situations involving residents.
7. Maintains current information regarding community services and referral options. Networks with agencies providing services for children, and/or other agencies, which may be helpful for program participants.
8. Maintains all required documentation.
9. Supervises Children's Program staff and volunteers.
10. Other duties as assigned.

# Cheryll Marie Edwards

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**Objective** To work with young children and their families; providing them with the tools necessary to achieve their goals and to realize their full potential.

**Experience** July 06 – Present YWCA Kauai Domestic Violence Program & Shelter  
Lihue, Kauai, Hawaii

**Children's Program Coordinator**

- Facilitate constructive play groups for children.
- Complete Intakes & assessments on all children entering the program.
- Conduct weekly advocacy sessions with Mothers & Children.
- Facilitate workshops for Mother & child.

Feb 04 – May 06 Child & Family Service Head Start Program  
Lihue, Kauai, Hawaii

**Home Based Lead Teacher**

- Facilitate the learning between parent and child in a preschool home based program option.
- Teach parents to be the first teacher with the home being the first school.
- Providing socializations and excursions for children and parents.

Jan 02 – Feb 04 All Saint's Preschool Kapaa, Kauai, Hawaii

**Teacher's Aide**

- Assist the lead teacher in all aspects of a preschool program.

1999 to 2002 Christian's Corner Kapaa, Kauai, Hawaii

**Family Child Care Provider**

- Self employed and responsible for all the daily aspects of running a home business and day care center.

**Education**                      2001 to 2005                      **Kauai Community College**    Lihue, Kauai, HI

- Associate in Science Early Childhood Education
- Certificate of Achievement in Early Childhood Education

**Awards**                      2005                      Edward T. White Foundation Award for academic excellence

**Certificates**                      2006                      **Hawaii Coalition for Domestic Violence Training**

Completed 25 hr training and received a certificate

2007                      **First Aid/ CPR**

2008                      **ASIST – Suicide First Aid**

Completed 16 hrs Applied Suicide Intervention Skills Training

2008                      **Crisis Counseling Skills**

**Professional**                      Hawaii Careers With Young Children Registry

**Membership**

Member of YWCA Organization

### **Professional References**

Dr. Anna Smithwick	3-1901 Kaumualii Hwy, Lihue, HI 96766	808-245-8356
Gina Medrano	4263 Uhu Place, Lihue, HI 96766	808-246-4974

### **Personal References**

Pastor Doug and Tyla Kozub	4025 Hunakai St., Lihue, HI 96766	808-245-6905
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**YWCA of Kauai**  
**JOB DESCRIPTION**

Position Title:       **SHELTER FACILITY MANAGER**

Department:         **Family Violence Shelter**

Responsible to:      **Shelter Director**

Supervises:         **None**

Classification:      **Non-Exempt**

Hours of Work:      **Flexible, full-time**

**Qualifications:**

1. Person should be sympathetic with the YWCA and its purpose and imperative.
2. High school diploma or G.E.D.
3. Work experience in the domestic violence field or related target group.
4. Must demonstrate good interpersonal skills, and ability to communicate effectively, both verbally and in writing.
5. Must demonstrate proficiency in the use of office equipment i.e., typewriter, computer, copier, fax machine, etc.
6. Ability to work with individuals from diverse backgrounds.
7. Possession of valid driver's license and access to an insured vehicle.
8. Ability to work evenings and weekends. As required.

**Function:**

Coordinates all aspects of the Shelter appearance and maintenance. Facilitates a family style living environment. Provides secretarial assistance and maintains a high functioning and efficient office environment.

**Responsibilities:**

1. Provides informal support to residents, related to day to day coping, using the relationship with the residents to nurture and model appropriate interpersonal skills.
2. Handles crisis calls by providing support, information and referral.
3. Monitors and assists in the performance of household task, including maintenance of equipment, upkeep and repairs of Shelter facility and grounds.
4. Insures that the personal needs of the residents are met, including bedding and food.
5. Purchases food, cleaning and office supplies for the Shelter facility.
6. Coordinates the assigning of house chores and cooking to Shelter residents.
7. Conducts fire safety drills and maintains fire protection equipment.
8. Completes all reports and documentation as required.
9. Tracks donations to the Shelter and coordinates a prompt response to the donors.
10. Maintains adequate level of forms such as intakes, discharges etc.
11. Has working knowledge of Shelter computer and ability to use software to maintain records.
12. Coordinates the pick-up and distribution of mail, etc. from the YWCA office.
13. Reports all suspected child abuse/neglect to appropriate agencies and program staff.
14. Performs other duties as assigned.

**YWCA Kauai  
JOB DESCRIPTION**

**Position Title:**       **Housing Manager (HPRP)**  
**Program:**               **Family Violence Shelter**  
**Responsible to:**       **Domestic Violence Program Co-Director**  
**Supervises:**           **None**  
**Classification:**       **Exempt**  
**Salary Range:**        **36 hr/wk; Flexible schedule**

**Qualifications:**

1.     Person should be sympathetic with the Mission of the YWCA and its purpose and imperative. (See attached YWCA Mission Statement).
2.     High school diploma or G.E.D., B.A. or B.S. Degree or near completion of a B.A. or B.S. Degree preferred.
3.     Work experience in the domestic violence field including assessment, evaluation and intervention for related target group.
4.     Must understand and be able to manage program budget, plan service delivery within budget limits and make decisions for expenses within monetary constraints.
5.     Must demonstrate good interpersonal skills and the ability to communicate effectively, verbally and in writing.
6.     Must demonstrate proficiency in the use of office equipment, i.e., computer, copier, fax machine, etc.
7.     Ability to work with individuals from diverse backgrounds. Ability to maintain confidentiality within program and community.
8.     Possession of a valid driver's license and access to an insured vehicle.
9.     Ability to work evenings and week-ends if job requires.

**Function:**

Provides housing support, education and case management to victims of domestic residing in the shelter as well as non-residents. Takes a lead role in administering a federal homelessness prevention and homeless program financial support and linkage to necessary support to achieve and sustain self sufficiency and stable housing.

**Responsibilities:**

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1. Answers crisis calls and screen clients for intake into program. Completes intake interview with clients, assessing physical, emotional, educational (DV) and housing needs of participants. Presents information about each participant's case to staff at weekly staff meeting. Maintains current records for each client.
2. Screens potential clients for HPRP services. Determines and verifies eligibility for program for victims of domestic violence whose housing status has been impacted by Domestic Violence incident(s) within last 3 months. Provides ongoing support to program participants in compliance with contract requirements to increase success housing stability and self sufficiency. Develops individualized Housing Plan with each program recipient.
3. Provides emotional support, advocacy and appropriate referrals for participants to help them acknowledge, understand and process their feelings resulting from the violence and abuse they have suffered.
4. Assist participants on a daily basis with referrals and advocacy as needed to assist them in accessing social, welfare, legal, medical, etc., services.
5. Provide training and in-services to other social service agencies or groups on domestic violence issues as needed.
6. Maintain records and statistical reports as required by funding contracts and state and federal regulations.
7. Reports to appropriate agencies and maintains records on all suspected or confirmed child abuse and neglect situations.
8. Maintains current information regarding community services and referral options. Networks with agencies providing services for children, and/or other agencies, which may be helpful for participants.
9. All other duties as assigned.

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Signature

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Date

# Amy L. Kurtz

P.O. Box 1613  
Kapa'a, HI 96746

(808) 635-4485  
amy.l.kurtz@gmail.com

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## OBJECTIVE

To obtain a managerial position that capitalizes on my interpersonal, administrative, and organizational skills, while fulfilling my passion for social change.

## EDUCATION

### University of Michigan

*Bachelor of Arts in Communication Studies*

Overall GPA: 3.1/4.0

Ann Arbor, MI

May 2006

## EXPERIENCE

### YWCA Family Violence Shelter

*Women's Advocate*

Lihue, HI

November 2007-Present

- Demonstrate ability to work effectively in crisis situations with responsibilities including overnight management of shelter, personal counseling, admission/discharge, daily documentation and enforcing rules using personal judgment
- Develop presence in communication, recognize value of team work, and acknowledge strength attained while working individually

### Wedding In Paradise

*Wedding Coordinator*

Lihue, HI

September 2007-November 2008

- Displayed the ability to work with deadlines and under pressure by prioritizing responses to situations with varying degrees of urgency and by recognizing and resolving on-site problems efficiently and simultaneously
- Reduced printing costs up to 80% through conscious recycling and computer filing
- Became familiar with a small business establishment

### Charlevoix Venetian Festival, Inc. (Summer Employment)

*Assistant Director*

Charlevoix, MI

May 2003-August 2007

- Improved interpersonal skills and developed effective communication through coordination of a volunteer force of up to 65 students and adults as well as through extensive telephone/reception experience
- Prepared and executed presentations as well as conducted and attended meetings
- Publicized fund-raisers and entertainment; responsible for thousands of dollars in cash through paying big-name entertainment
- Developed a variety of computer skills (Word Perfect, Word, Excel, Power Point, Publisher, Outlook, Dream Weaver) through drafted letters, contracts, and press release, as well as compiled database of monetary and in-kind donations
- Reduced postage costs up to 40%, and printing costs up to 50% through the process of gathered and arranged data for coordination of mailings with up to 850 recipients

## CO-CURRICULAR

### Salvation Army Kokua Soup Kitchen

- Arrange and serve meals at weekly soup kitchen

Lihue, HI

February 2007-Present

### Boulder Park Terrace Assisted Living Home

- Prepared and presented weekly travel information to residents

Charlevoix, MI

June 2007-August 2007

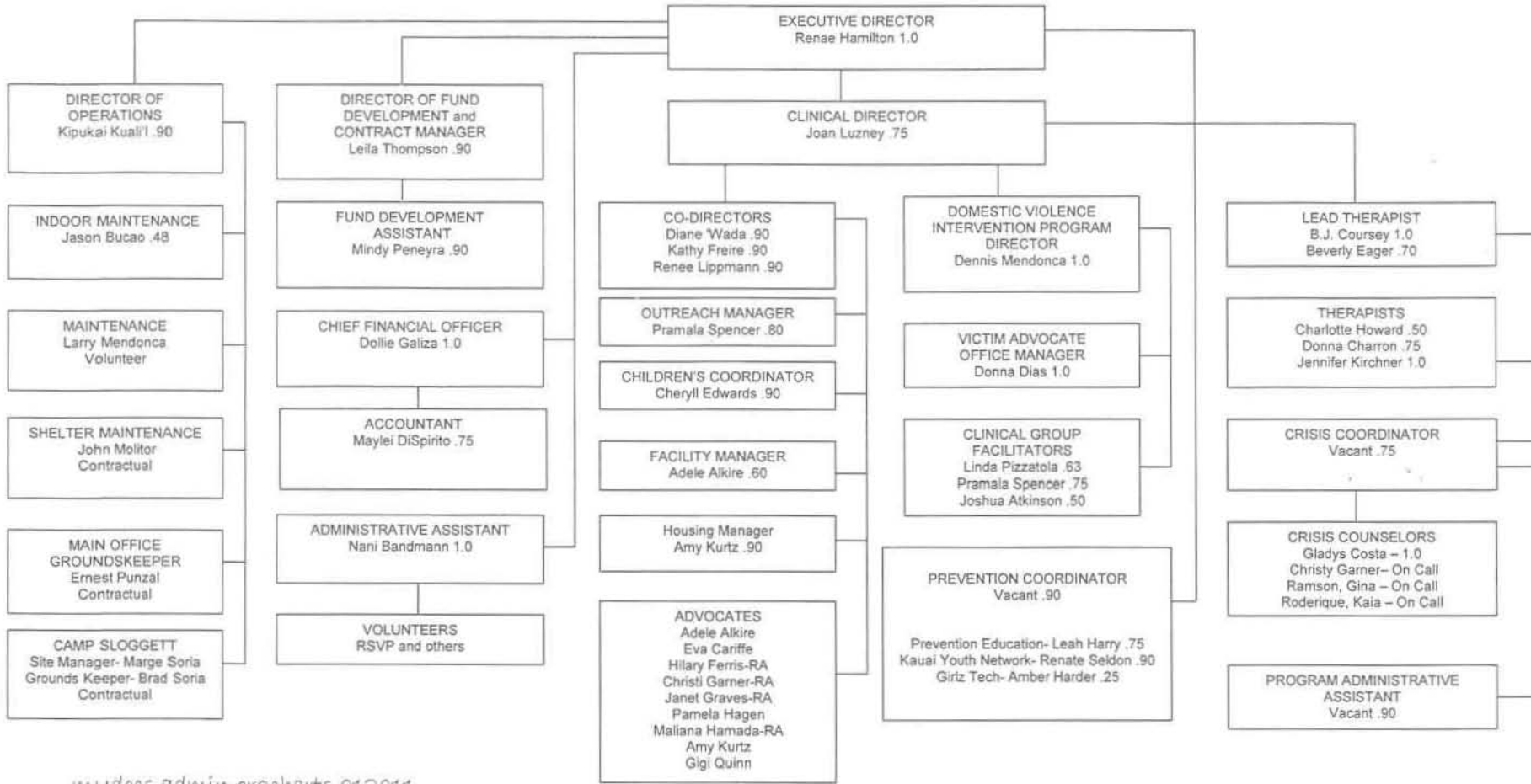
### Prison Creative Arts Project

- Created and performed original theater with men and women in prison

Ann Arbor, MI

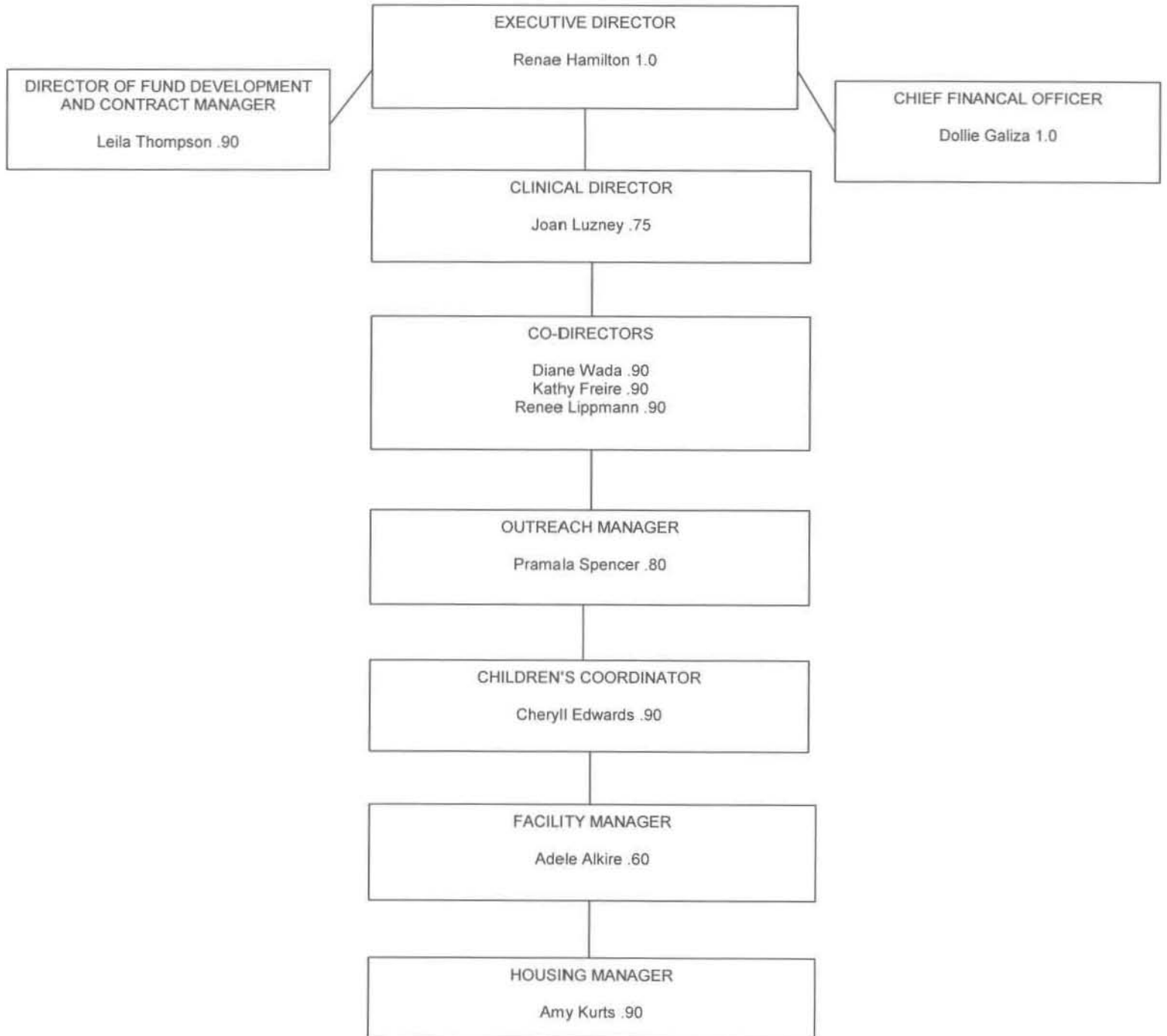
September 2007-February 2007

# YWCA of Kauai ORGANIZATIONAL CHART



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# YWCA of Kauai FAMILY VIOLENCE SHELTER ORGANIZATIONAL CHART



**RESIDENTIAL INTAKE**  
(page 1 to be completed immediately upon arrival)

Date \_\_\_\_\_ Time of Arrival \_\_\_\_\_ Advocate \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_  
first middle/maiden last

Ethnicity \_\_\_\_\_ Hispanic? YES  NO

Physical or mental disabilities \_\_\_\_\_

Have you received services here before? NO \_\_\_\_ YES \_\_\_\_ Admission # \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Home Address: \_\_\_\_\_

Safe Phone : \_\_\_\_\_  
cell work other

CHILDREN						staying with you
Name	age	date of birth	M/F	ethnicity		at Shelter?
1. _____	_____	_____	_____	_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
2. _____	_____	_____	_____	_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
3. _____	_____	_____	_____	_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>
4. _____	_____	_____	_____	_____	YES <input type="checkbox"/>	NO <input type="checkbox"/>

**SAFETY INFORMATION**

1. Are you, or your children, currently taking any medications? YES  NO   
(If yes, list on next page)

2. Vehicle Info: \_\_\_\_\_  
Year Make/model color license#

Copy of no fault insurance card on file? YES  NO  (if no, vehicle must park at end of road)

3. Does abuser know location of The Shelter? YES  NO  DON'T KNOW

Abusers Name \_\_\_\_\_ Vehicle \_\_\_\_\_

**EMERGENCY INFORMATION**

Contact Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Doctor \_\_\_\_\_

Health Insurance \_\_\_\_\_

Advocate Signature \_\_\_\_\_ Date \_\_\_\_\_

(if not completing page 2)



(page 2 may be completed with assigned Advocate)

**MEDICAL**

**1. Do you (or children) have any current medical or dental conditions?**

If yes, list \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. What medications are you, or your children, currently on and bringing into shelter?**

person taking meds                      name of medication                      for:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Last Dates of Preventative Health Measures**

TB Screening \_\_\_\_\_

Pelvic Exam \_\_\_\_\_

Mammogram \_\_\_\_\_

**4. Do you have any history of alcohol or substance abuse?**

If yes, explain \_\_\_\_\_  
\_\_\_\_\_

**IMMEDIATE GOALS**

\_\_\_\_\_ **Child Care Assistance**

\_\_\_\_\_ **Counseling**

\_\_\_\_\_ **Education**

\_\_\_\_\_ **Employment**

\_\_\_\_\_ **Other** \_\_\_\_\_

\_\_\_\_\_ **Housing**

\_\_\_\_\_ **Relocation**

\_\_\_\_\_ **Transportation**

\_\_\_\_\_ **TRO**  
(appointment date/time \_\_\_\_\_)

Safety Plan Completed

Advocate Signature \_\_\_\_\_ Date \_\_\_\_\_

**CONSENT FOR SERVICES  
YWCA of Kauai  
Family Violence Program**

I, \_\_\_\_\_, hereby grant to the  
*YWCA Of Kauai* permission to provide services appropriate for domestic  
violence victims to me and/or my minor child(ren):

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

(if more children, continue list on back)

I understand that I/we are entitled to the following rights:

1. To be treated with dignity, sensitivity and respect at all times.
2. To have access to services regardless of race, religion, sex, ethnicity, age, handicap or sexual preference.
3. Confidentiality as to my identity, history, and services received, except where written consent to release or obtain information has been given.
4. Confidentiality of all information in my files by *Contract Monitors* from contracted funding sources who review *YWCA services* and *documentation* per their contract, which could include case files.

***(client to initial at beginning of next sentences)***

\_\_\_\_\_ I understand the *YWCA of Kauai* is mandated to report suspected abuse or neglect of a child to the appropriate authorities as required by Hawaii State Law.

\_\_\_\_\_ For the purpose of team planning and service provision, it is understood that information about me and/or my minor child(ren) may be shared among program staff of the *YWCA Of Kauai*.

\_\_\_\_\_  
Signature of Client/Guardian of Child(ren) Date

\_\_\_\_\_  
Signature of Witness Date

## ACKNOWLEDGEMENT and AGREEMENT

I, \_\_\_\_\_ agree to the following:

1. to not disclose the YWCA Shelter's location or the identity of any past or current resident for the safety of myself, my children and other women and their children;
2. to keep confidential any information I learn about the other residents of the Program and their families;
3. that I have received my copy of the Program Handbook (e komo mai) and the Grievance Procedure and will review any concerns or questions about the Program with an Advocate;
4. that a 72 hour initial assessment period is in effect. During this time I will read e komo mai and then *meet with an advocate to review it* so I may decide if the Shelter Program is for me. My 72 hour evaluation for Shelter stay will be with:  
(Admitting staff fill in)

\_\_\_\_\_ on \_\_\_\_\_ at \_\_\_\_\_  
staff name date time

This meeting will be a time to address any concerns or questions I, or the staff, may have and is a time to evaluate if the Shelter Program is appropriate for me.

I further understand that the staff may terminate my stay at the YWCA Shelter if I choose not to follow this agreement.

\_\_\_\_\_  
PRINTED NAME SIGNATURE DATE

\_\_\_\_\_  
STAFF SIGNATURE DATE

**\*\*Please give a copy to resident**

STATEMENT OF PREVIOUS LIVING PLACE

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I, the undersigned, hereby certify that the preceding information is true and correct to the best of my knowledge. I hereby grant permission for the homeless assistance program to verify any of the preceding information from any public or private sources.

---

Client Signature

---

Date

**TANF Eligibility**

1. Survivors Name: \_\_\_\_\_  
Last First MI

2. Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

3. Survivors Address: \_\_\_\_\_

4. Family Size:

a. Number of Adults \_\_\_\_\_

b. Number of Children (*under eighteen years old*) \_\_\_\_\_  
(If "0" client is not eligible for TANF related services.)

c. Relationship to the Child/Children \_\_\_\_\_  
(If non-relative, client is not eligible for TANF related services.)

d. Does Child/Children live with you? Yes  No

5. Is Client a U.S Citizen? Yes  No

(If the answer is "No", client is not eligible for TANF related service.)

6. **Income and Resource Declarations**

a. Total Household Income \$ \_\_\_\_\_/Month

b. Total Resources (assets, savings account, bonds) \$ \_\_\_\_\_

(If resources exceed \$5000.00, client is not eligible for TANF related services.)

7. Eligibility for TANF funded Services Yes  No

\_\_\_\_\_  
 Advocates Signature

\_\_\_\_\_  
 Date

**Income Eligibility Table**

Household Size	Monthly Income	Yearly Income	Household Size Continued	Monthly Income	Yearly
1	1,259.00	14,347.00	9	4,717.00	56,610.00
2	1,674.00	20,091.00	10	5,152.00	61,827.00
3	2,109.00	25,308.00	11	5,587.00	67,044.00
4	2,543.00	30,525.00	12	6,021.00	72,261.00
5	2,978.00	35,742.00	13	6,456.00	77,478.00
6	3,413.00	40,959.00	14	6,891.00	82,695.00
7	3,848.00	46,176.00	15	7,326.00	87,912.00
8	4,282.00	51,393.00	15+	\$434 for each additional person	_____

YWCA of Kauai

Notice of Privacy Practices  
Effective Date: April 14, 2003

**THIS NOTICE DESCRIBES HOW HEALTH INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION, PLEASE REVIEW IT CAREFULLY.**

You have the right to ask for a paper copy of this notice at any time.

**Understanding your health record:**

A federal law, Health Insurance Portability and Accountability Act of 1996 was designed to assure standards of privacy across the nation. It affects any health or treatment service provider. Understanding what information is retained in your client record (your health or case file), and how that information may be used will help you to ensure its accuracy, and enable you to relate to who, what, when, where, and why others may be allowed access to your client record. This effort is being made to assist you in making informed decisions about authorizing the disclosure of your health information to others.

**Understanding your health rights:**

Your client record is the physical property of the YWCA of Kauai but the content is about you, and therefore belongs to you. You have the right to request restrictions on certain uses and disclosures of your information, and request amendments be made to your client file. Your right include being able to review or obtain a paper copy of your client record, and be given an account of all disclosures. You may also request communications of your health information be made by alternative means or to alternative locations. For other than activity that has already occurred, you may revoke any further authorizations to use or disclose your health information.

**What we will do:**

The YWCA of Kauai is required to maintain privacy of your personal information and to provide you with notice of our legal commitment and privacy practices with respect to the information we collect and maintain about you. The YWCA of Kauai is required to abide by the terms of this notice and to notify you if we are unable to grant your requested or reasonable desires to communicate your health information by alternative means or to alternative locations.

The YWCA of Kauai reserves the right to change its practices and effect new provisions that enhance the privacy standards of all client health information. In the event that changes are made the YWCA of Kauai will notify you through postings at program service sites.

**Your health information will be used for treatment, payment, and health care operations.**

**Treatment** – Information obtained by our program staff will be recorded in your client records and used to determine the course of services that should work best for you. This consists of a staff recording his/her own expectations and those of others involved in providing you care. Your health information may be shared with others involved in your care, such as other staff, specialist, psychologists, or physicians. An example of such use and disclosure of your information for treatment purposes would be a group therapist consulting with the program supervisor director in the same program for recommendation for your service for you.

**Payment** – Your health care information will be used in order to receive payment for services rendered by the YWCA of Kauai. A request for payment may be sent to a third-party payer with accompanying documentation that identifies you, your care, and services provided. An example of such use and disclosure of your information for payment purposes would be the submission of your name, date of birth, and service provided to you by the YWCA of Kauai. We send this to the State in order to be paid for these services.

**Health Care Operations** – The YWCA of Kauai uses information about you to assess if the services are useful for you and of others might be helpful. Your information may be reviewed for risk management or quality improvement purposes in our effort to continually improve the quality and effectiveness of the care and services we provide. An example of such use and disclosure of your information for health care operations purposes would be a review of the care you have received and related documentation in order for the YWCA of Kauai maintain services that are working for you.



Of Kauai

3094 Elua Street, Lihue, HI 96766 (808) 245-5959 FAX 245-5961

- Alternatives to Violence 245-5959
- Camp Sloggett 245-5959 335-6060
- Ho'omaka Transitional Housing 245-0570
- Sexual Assault Treatment Program 245-5959 245-4144 (Hotline)
- Shelter for Victims of Family Violence 245-8404 245-6362 (Hotline)
- Sex Abuse Treatment Program 245-5959
- Women's Services 245-5959

## Authorization for the Release of Information

I, \_\_\_\_\_, authorize the YWCA of Kauai Family Violence Shelter to  
 (Name of Client)

disclose to \_\_\_\_\_ the following information:  
 (Name of Person or Organization to whom disclosure is to be made)

The purpose for such disclosure is \_\_\_\_\_

I understand that my records are protected under the Federal Confidentiality Regulations, and cannot be disclosed without my written consent unless otherwise provided for in the regulations. I also understand that I may revoke this consent at any time, except to the extent that action has been taken in reliance on it (e.g. probation, parole, etc.), and that in any event this consent expires automatically as described below.

Specification of the date, event or condition upon which this consent expires: \_\_\_\_\_

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent, Guardian, or Authorized Representative

\_\_\_\_\_  
Date



**eliminating racism**  
**empowering women**  
ywca

YWCA/Kauai  
FVP# \_\_\_\_\_

YWCA of Kauai  
3094 Elua Street  
Lihue, HI 96766

T: 808-245-5959  
F: 808-245-5961

**Family Violence Program**

**REFERRAL FOR SERVICES**

This is to confirm that \_\_\_\_\_ has met the Criteria for Eligibility  
(Printed Name of Client)

For Shelter Residency and is presently receiving services from the YWCA of Kauai Family  
Violence Program and Shelter.

She is applying to your agency for assistance with \_\_\_\_\_.

Thank you for any assistance and preference awarded to victims of domestic violence.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date Tel: 808 245 8404

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I, \_\_\_\_\_, authorize the YWCA of Kauai Family Violence  
(Printed Name of Client)

Program to disclose the above information to \_\_\_\_\_

as Referral for Services.

\_\_\_\_\_  
Signature of Client

\_\_\_\_\_  
Date



# Child Intake

To be completed by the child's Mother.

Name \_\_\_\_\_ Date \_\_\_\_\_

Age \_\_\_\_\_ Sex \_\_\_\_\_ D.O.B. \_\_\_\_\_

**Medical:**

1) Does your child have any physical disabilities?

\_\_\_\_\_

Allergies?

\_\_\_\_\_

Other health problems?

\_\_\_\_\_

2) Child's birth weight? \_\_\_\_\_

3) Child's Doctor/ Clinic? \_\_\_\_\_

4) When was his/ her last check-up? \_\_\_\_\_

5) Has your child been properly immunized? \_\_\_\_\_

6) Is your child taking any medications?

\_\_\_\_\_

**School**

1) Name of School \_\_\_\_\_

2) Last grade attended \_\_\_\_\_

**Questions**

1) Has your child witnessed any abuse? \_\_\_\_\_

2) How did he/ she react when the abuse was occurring?

\_\_\_\_\_

3) If your child hasn't observed abuse do you think he/ she is aware of the abuse?

\_\_\_\_\_

4) Can you describe your child's relationship with the abuser?

\_\_\_\_\_

5) Has your child ever talked about the abuse?

\_\_\_\_\_

6) What effects do you think your abuse has had on your child (bedwetting problems, acting out, problems in school, nightmares, acting like the abuser, withdrawing, etc...)

\_\_\_\_\_

\_\_\_\_\_

7) Has your child been abused physically? \_\_\_\_\_

Sexually? \_\_\_\_\_

Emotionally? \_\_\_\_\_

Who is the abuser? \_\_\_\_\_

Please describe the abuse:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8) Do you or your child have an open case with CWS? \_\_\_\_\_

Workers name: \_\_\_\_\_ Phone # : \_\_\_\_\_

Can we contact him/ her? \_\_\_\_\_

Signature to Authorize:

\_\_\_\_\_

9) Is your abuser the child's father? \_\_\_\_\_

10) Are there any significant adults in your child's life (other than parents)?

\_\_\_\_\_

11) What kind of discipline is used in the home?

\_\_\_\_\_

12) Has anyone in your home abused drugs/ alcohol? \_\_\_\_\_

If yes, who? \_\_\_\_\_

13) What concerns you most about your child?

\_\_\_\_\_

14) What would you like us to work on with your child?

School/ Development:

\_\_\_\_\_

Emotional:

\_\_\_\_\_

Social:

\_\_\_\_\_

Cognitive:

\_\_\_\_\_

Physical:

\_\_\_\_\_

Behavioral:

\_\_\_\_\_

Staff Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## NON-COMPLIANCE AND POLICY VIOLATION GUIDELINES

Breaking Shelter rules will result in issuance of Non-Compliance, Policy Violation or Departure Notice depending on severity of infraction and risk posed to self and/or others.

In General –

Non-Compliance will be issued in cases of:

- 1) Missing Group or Curfew
- 2) Missing Appointment with staff
- 3) Unsupervised Children
- 4) Under the influence *and* inappropriate conduct
- 5) Food or Drinks Out of Kitchen/Dining Room

Policy Violation will be issued in cases of:

- 1) Staying out overnight
- 2) Breaking Confidentiality
- 3) Parking or being picked up/dropped off in neighborhood
- 4) Theft or Destruction of Property
- 5) Candle or open flame in house
- 6) Smoking outside of designated smoking area

Departure Notice will be issued in cases of:

- 1) Verbal or Physical Abuse/Threat of Abuse
- 2) Possession of Weapon, Drugs or Alcohol on Shelter Premises

Staff writing NC/PV or DN is responsible to meet with resident, explain and discuss. A possible exception is if resident does not return during shift.

9 Non-Compliances or 3 Policy Violations will result in a Departure Notice and Termination from Shelter Program. NC and PV serve as a way of identifying potential issues that may cause a woman to leave Shelter prematurely. Explore the 'why' behind the violation and see if there is a deeper issue. Let resident know that our goal is to support her success in program and look at ways to help insure that success.

If a resident is habitually or quickly accruing NC/PV, it will be addressed at staff meeting to conference on how we may best support her, Discussion at Staff Meeting may also revolve around how to help resident exit the program with dignity and self-respect. Detailed notes will be posted so that all staff will know the plan for any resident in this position.

Note: NC/PV/DN may only be rescinded by staff who wrote it.

NOTICE OF NON-COMPLIANCE

Resident Name \_\_\_\_\_ Resident # \_\_\_\_\_

Reason for Issuance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resident Comments (if desired): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total # of Non-Compliances (including this one): \_\_\_\_\_

Total # of Policy Violations (including this one): \_\_\_\_\_

I understand that 3 Non-Compliances equal one Policy Violation. 9 Non-Compliances or 3 Policy Violations will result in a Departure Notice and Termination from Shelter Program.

Signature of Resident/Date: : \_\_\_\_\_

Signature of Staff/Date: \_\_\_\_\_

### NOTICE OF POLICY VIOLATION

Resident Name \_\_\_\_\_ Resident # \_\_\_\_\_

Reason for Issuance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Resident Comments (if desired): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Total # of Non-Compliances (including this one): \_\_\_\_\_

Total # of Policy Violations (including this one): \_\_\_\_\_

I understand that 3 Non-Compliances equal one Policy Violation. 9 Non-Compliances or 3 Policy Violations will result in a Departure Notice and Termination from Shelter Program.

Signature of Resident/Date: : \_\_\_\_\_

Signature of Staff/Date: \_\_\_\_\_





YWCA OF KAUAI

GRIEVANCE PROCEDURE FOR PERSONS RECEIVING SERVICES

The YWCA of Kauai is committed to providing quality services in all programs. As with all interactions, a person receiving services may become dissatisfied with the service provided by the agency. Disagreements do occur; staff members are available to respond to your concerns as further discussion can increase understanding although decisions may or may not be changed.

If you feel you have a complaint regarding a program service that has not been addressed, please follow this procedure:

1. Attempt to reach a resolution by speaking directly with staff involved or by writing the staff member within 10 business days of the event or cause for complaint.
2. If your conversation or contact does not resolve the issue or increase your understanding as to program requirements, you are entitled to forward your complaint to the Program Director either verbally or in writing.
3. If still unresolved, the assistance of the Program Manager should be sought for resolution. The complaint should be made in writing to the Program Manager.
4. The Program Manager will respond to the complaint, offer a meeting to the parties involved and consult with the Executive Director. The Program Manager will respond in writing within 10 business days with the final decision.

Grievances to the YWCA of Kauai include:

No person receiving services will be subject to adverse action for filing a grievance.

A copy of the grievance will be given to the Executive Director for the permanent file.

If the grievance is an allegation of child abuse, as required by law, it will be reported to Child Protective Service and law enforcement.

I have read the Grievance Procedure listed above and understand it. I have signed and dated this document and received a copy of this procedure at the start of service delivery.

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent's (Guardian's) Name \_\_\_\_\_ Date \_\_\_\_\_

(Please print)



**RESIDENT'S PERSONAL PROGRESS PLAN  
(WEEKLY ACTION PLAN)**

RESIDENT'S NAME: \_\_\_\_\_ RESIDENT'S #: \_\_\_\_\_

DATE: \_\_\_\_\_ \*\*NEXT REVIEW: \_\_\_\_\_

*ACTION PLAN:*

---

---

---

*ACTION PLAN:*

---

---

---

*ACTION PLAN:*

---

---

---

*ACTION PLAN:*

---

---

---

RESIDENT: \_\_\_\_\_ STAFF: \_\_\_\_\_

\*\*If you are having trouble completing a goal before  
the next review date, please talk to an advocate.

# Discharge

Name \_\_\_\_\_ Resident Number \_\_\_\_\_

Date & Time of Admission \_\_\_\_\_

Date & Time of Departure \_\_\_\_\_

## Contact Information

Home Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/Zip \_\_\_\_\_

Safe Phone Numbers \_\_\_\_\_

When is the best time to call? \_\_\_\_\_

I am leaving the Residential Program and hereby release the YWCA Family Violence Shelter from any further responsibility for myself and my children. I have:

Washed my sheets and towels	Gone over a safety plan with staff
Cleaned, dusted, vacuumed my room	Had my medications returned to me
Returned all shelter property	Had my valuables returned to me

I understand that my mail will not be forwarded by the YWCA or the Post Office.

Resident's Signature \_\_\_\_\_ Date \_\_\_\_\_

If active with CWS, name of worker notified, date and time: \_\_\_\_\_

If CWS not notified, why? (Be sure to let Hui know) \_\_\_\_\_

Brief Discharge Summary: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Staff signature \_\_\_\_\_ Date \_\_\_\_\_

# Shelter Evaluation—Discharge Questionnaire

We are interested in what you think about your stay here at The Shelter. Please take time to answer the questions. It will help us to better serve women and families. Mahalo for your input.

Your name (optional) \_\_\_\_\_

1. How long did you stay at The Shelter?

2. How many people in your family stayed at The Shelter?

3. Was this your first time here?

If not, how many times have you stayed here?

4. What was most helpful at The Shelter?

5. What was most challenging at The Shelter?

6. What further assistance might have been helpful?

7a. What have you learned about Domestic Violence?

7b. How do you believe this will impact your life?

8. Please rate the following Shelter services:

	Excellent	Good	Fair	Poor	Not Needed
Hotline					
Counseling					
Referrals					
Groups					
Safety Plan					
Room					
Meals					
Other (specify)					

(Please use back for more room, & please note question number)

## EXTENDED SHELTER STAY

Resident Name \_\_\_\_\_ Resident # \_\_\_\_\_

A 72 hour assessment has been completed with those signed below. e komo mai has been reviewed and by signing below, I verify that I understand and agree to follow the Shelter Program.

Signature of Resident/Date: \_\_\_\_\_

Signature of Staff/Date: \_\_\_\_\_

Signature of 2<sup>nd</sup> Staff/Date: \_\_\_\_\_

E KOMO MAI  
(WELCOME)

YWCA OF KAUAI FAMILY VIOLENCE SHELTER  
RESIDENTIAL HANDBOOK

*Safety*

*Empowerment*

*Service*

## WELCOME TO THE SHELTER

We are glad you found us. The YWCA of Kauai family violence shelter was opened in 1980 to provide a safe place for abused women and their minor children. Many people do not understand the unique difficulties that victims of domestic violence face. We hope you find that we do. Everything we do and ask you to do is guided by SAFETY first.

The shelter is a temporary residence for you to do some healing, weigh your options, and set realistic goals and work toward those goals.

Staff will go over the contents of this Handbook and ask you to sign a statement acknowledging receipt of the Handbook. Read it again after settling in to make sure you understand the policies and guidelines. Ask any advocate for any necessary clarifications.

### *Relax and Renew*

#### **WHAT WE CAN DO FOR YOU...**

We are a crisis **program** for victims of domestic violence. We are able to provide a SAFE place for women and their minor children who are fleeing an abusive relationship. We are here to remind you that you do not deserve to be abused and that you can make your own choices about your life.

We believe that full participation in the **program** is essential to your empowering yourself to move forward free of violence. Advocacy/counseling sessions, parenting sessions, support/empowerment groups, and help with a restraining order are all available for you during you stay here.

Advocates are always available to meet with you to assess your needs, provide you with information and referrals for housing, financial, and legal matters as well as provide domestic violence education, parenting skills, and counseling. They can help you create your own personal progress plan and help to review your progress toward reaching your goals. Staff will be working with you to schedule in these meetings.

*Our goal is to help you EMPOWER YOURSELF to make your own choices and decisions.*

#### **EMPOWERMENT WORKS**

*Shelter Staff promotes empowerment by:*

- ✓ Listening – Supporting – Encouraging
- ✓ Respecting your right to self determination.
- ✓ Meeting with you individually to explore options, measure progress toward the goals you set for yourself and provide referrals, advocacy and counseling.
- ✓ Treating you courteously and respectfully during your stay.
- ✓ Serving a diverse population and welcoming all without discrimination.

*Residents promote empowerment by:*

- ✓ Treating staff and fellow residents with courtesy and respect.
- ✓ Setting and focusing on **your** goals; not anyone else's.
- ✓ Respecting other's decisions; not being judgmental of one another.
- ✓ Meeting with an advocate as scheduled.
- ✓ Participating in Support Groups.
- ✓ Taking especially good care of yourself mentally, emotionally and physically.



## FREQUENTLY ASKED QUESTIONS

### *How much does it cost me to stay here?*

YWCA shelter services are free at this time. We only ask that you help us to **control costs** by following simple guidelines such as turning off the lights and fans when you leave a room, using up leftovers, etc. These guidelines are designed to help us operate within a **very limited** budget and will be explained further as you adjust to shelter living.

### *How long can I stay at the shelter?*

Your length of stay may be up to 90 days depending upon your willingness to abide by the program guidelines outlined in this handbook. There is a 72 hr. assessment period for all new residents and staff to be able to determine if the shelter is the best place for you to be at this time.

### *Can you find me housing?*

We wish we could but we cannot. It is up to you to look for housing **RIGHT AWAY**... this process can take time. An advocate will assist you in your efforts but it is up to you.

### *Is there child care available?*

We are not a licensed day-care facility and therefore **cannot** provide child care. An advocate or volunteer, when available, will assist with children for brief periods during mothers' counseling/advocacy sessions or for respite care. Child Care forms can be signed by another resident if she agrees to watch your children while you are on a **goal-oriented** appointment. This child-care is not to last more than 3 hours at a time.

### *Can I leave the shelter?*

You are free to come and go as you like *keeping your safety in mind at all times*. **There is a 9:00 p.m. curfew. The curfew is in place for safety purposes.** We ask that you do not stay out overnight unless it is a medical emergency or work related.

### *What about transportation?*

Unfortunately, we are not funded to provide transportation. We try to be helpful whenever possible for emergency/medical needs. Transportation is your responsibility by bus (ask for schedule) or personal vehicle. Vehicles must be currently registered and insured to park on shelter property. If someone is going to pick you up, please consult with an advocate regarding the preferred pick up location. **DO NOT ALLOW ANYONE TO PICK YOU UP OR DROP YOU OFF IN FRONT OF THE SHELTER OR ANYWHERE ALONG OUR STREET.** This is a matter of safety for all residents.

### *Where can I keep my valuables?*

Whenever possible, we ask that you do not bring valuables to the shelter. Perhaps you can safely leave them with a family member or friend. We cannot assume responsibility for missing money, jewelry or other items. The facility manager will give you a lock for a locker in the breezeway if needed.

### *Can I have visitors?*

Sorry, no visitors. Our location is **confidential**. This includes women who have stayed here before. The identities of the families staying here are strictly confidential. If you have a meeting with someone from another agency, we request that you meet them at their agency. If that is not possible, please make arrangements with your advocate. If someone is going to pick you up, please consult with an advocate regarding the preferred pick up location.

### *Is there a telephone I can use?*

The phone is located by the kitchen, and may be used for local calls. We ask that you limit calls to 10 minutes. This is to give others a chance to both make and receive calls.

The phone number is **confidential**. Only give the number to people you feel it is necessary to do so. Please do not give the number out freely. If you need to make a long distance or any 1-800 phone number, please check with staff; we will be happy to tell you where there is a phone you can use for that purpose.

The phone is a “message only” phone. This means that when you answer the phone you will just say “hello” and act like this is a regular home. We ask that you then simply say, “I can take a message” without confirming or denying that the person is at the shelter and then put the message on the cork board. This protects the privacy of the person the call is for by not confirming or denying she is here. This is very important since there may be people searching for a woman’s whereabouts.

### *Am I safe at the shelter?*

There is always a staff member on the premises. The shelter has an alarm system and it is turned on from 12:00 midnight to 6:00 a.m. everyday. Please try to keep this in mind especially if you smoke or if you have small children who may want to go outside early in the morning. We don’t want to be waking up the neighbors. All doors at the shelter should be locked at ALL TIMES. (Except, of course, when someone is in the back yard) If you see a stranger, tell the staff immediately. The police will respond quickly, if needed. At times it is necessary to have repair personnel on the premises; we will attempt to notify you before they arrive, so you won’t be surprised. If someone comes to the shelter who is a threat, all women and children should go into the handicapped bathroom and lock the door. Wait for a staff member to tell you it is safe to come out.

## **IMPORTANT GUIDELINES**

There are certain activities that are **not tolerated** at the shelter. If you engage in any of the following activities, **you will be asked to leave immediately**. There are **no second chances** for these violations –**SAFETY** is our guiding principle.

- 
- Violating Confidentiality --- what that means is --- telling anyone the location of the shelter or the names of other residents. This is for your safety as well as the other women and children here.
  - Verbal and physical abuse towards other residents, staff or children. (inappropriate language and aggressive behavior constitute abuse)
  - Stealing and/or destroying the property of other residents or the shelter.
  - Bringing a weapon, illegal drugs or alcohol on shelter premises.
- 

This is your temporary home. It is also the home of other women and children. You can help maintain harmony in the shelter by adhering to the following simple guidelines:

- Meet with an advocate regularly for advocacy/counseling sessions. (at least 3 times a week)
- Participate in scheduled Support Groups.
- Complete your assigned chores by bedtime. Pick up after your children. Keep room neat.

- Respect others' opinions and beliefs.
- Adhere to the 9 p.m. curfew. No staying out overnight.
- Respect all property of the shelter as well as the other residents.
- Properly supervise your children at all times – **no spanking or yelling.**(see Time Out Procedure)
- Respect quiet time after 9 p.m.; children are in their rooms by 8:30 p.m.
- Respect the neighborhood by keeping the noise down.

### SUPPORT/EMPOWERMENT GROUPS

The support groups focus on domestic violence education, self-empowerment skills, self-care, and emotional support through the healing process. There are three groups scheduled each week. It is really important to make every effort to attend the two here at the shelter. The other one is mainly for non residents and is available to you also after you leave the shelter. *Your success and continuance in the program is largely enhanced by participating in group.* If you are working or have an important reason for not attending; **let the group facilitator know in advance** that you will not be in group. Otherwise, we'll see you there!

#### Women's Groups

Tuesday	6pm to 8pm	Facilitator:	Shelter Manager/Co-Director
Thursday	10am to noon	Facilitator:	Case Manager/Co-Director
Friday	10am to noon	Facilitator:	Outreach Manager/Outreach Office*

#### Children's Groups

Tuesday	6pm to 8pm	Facilitator:	Children's Program Coordinator
Thursday	10am to noon	Facilitator:	Children's Program Coordinator

**House Meeting—daily at 8:30a.m.** Everyone is expected to attend all house meetings.

### IMPORTANT POLICIES

**Medications** - All over-the-counter and prescribed medicine is turned in when you arrive at the shelter. The receiving advocate will provide a container with your name on it for you to place your meds. We do not keep track of when you are to take your medicine. The advocate on duty will give you your container and you can sit in the reception area and take your meds. This is a safety precaution for all residents.

**Parking** – All vehicles parked in the driveway/yard must be currently registered and insured. Please do not park on the street in front of or across the street from the shelter. If the lot is full or you cannot park here, ask an advocate for suggestions as to where to park.

**Checking Out of the Shelter** – Before you leave, you are asked to:

- Complete an exit interview with the advocate on duty.
- Clean your room which includes washing/drying your bed linens; and dusting and vacuuming your room.
- Fill out a survey of your stay here to help us improve our services. (optional)

**Smoking** – Smoking is permitted in the **backyard** only. It is our children's play area so please: **DO NOT THROW BUTTS ON THE GROUND.** Smokers are expected to properly dispose of their cigarette butts in the receptacles provided and keep the receptacles emptied on a daily basis.

MAKE SURE THE ASHES ARE COLD BEFORE EMPTYING INTO THE OUTDOOR GARBAGE CANS.

## ROOMS AT THE SHELTER

We ask that you make your bed every morning and neatly store clothing & toiletries after each use. The rooms are small therefore we can accommodate only two (2) small bags/suitcases per person. Be prepared for a roommate at any time. This is your private space; however staff reserves the right to access rooms for repairs or safety concerns. Random room checks may be initiated by staff at any time if contraband items are suspected.

**NO FOOD or DRINK** in bedrooms and **NO BURNING CANDLES** in bedrooms or bathrooms for fire safety reasons.

*Please make arrangements for storage of excess items with family or friends. Sorry, we do not have storage space.*

## BATHROOMS

This is communal living. Please keep your personal toiletries (shampoo, bar soap, dental supplies, deodorant, etc.) in your room.

## LIVING ROOM

This is used for your relaxation, watching television, reading and talking story. **Please do not sleep in the living room.** If you are tired and need a nap during the day, take it in your room. Children should keep toys in the playroom – not in the living room. **NO FOOD OR DRINKS IN THE LIVING ROOM.**

## LAUNDRY

Laundry days are assigned. We provide a washing machine and laundry products. A clothes dryer is provided **for rainy days only.** Clothes are to be dried on the clothesline in the backyard on sunny days. Hours for laundry are 7:00a.m to be completed by 9: 00 p.m. daily.

## THE KITCHEN/FOOD/MEALS

We provide **basic** food items for three healthy, balanced meals a day. You may purchase extras. **They must be stored in the kitchen,** not in your bedroom.

## MEALS

- ✚ BREAKFAST - You are responsible for preparing your breakfast, rinsing and loading your dishes, and cleaning the table and counter space immediately upon completion of your meal.
- ✚ LUNCH - Same as for breakfast.
- ✚ DINNER - One person is responsible for preparing dinner for everyone. The dinner chore is rotated weekly. Remember, everyone is responsible for rinsing and loading their own dishes into the dishwasher **immediately** upon completion of their meal. The person who cooks will store all leftovers in plastic containers with lids or in zip lock bags, clean the stove and counter area, and also make sure the dishwasher is started and emptied the next morning. To reduce bacteria, there is no need to cool leftovers before refrigeration.

## CHORES

This is your temporary home and we need you to help keep it **clean.**

Depending upon the number of women in shelter, you will be assigned one or more chores to do daily. To the extent possible, we try to rotate chores every week so no one has to do the same chores for two consecutive weeks. Please do not exchange chores without clearing it with the facility manager. Help us to keep down confusion.

Things to remember about your chores are ...

- ✓ All chores are to be completed by bedtime.
- ✓
- ✓ If your chore is dinner, it should be ready for serving by 6 p.m. except on group night when it should be ready at 5:00pm.
- ✓ Everyone is responsible for their own breakfast and lunch.
- ✓ **Everyone is responsible for rinsing their dishes and placing them in the dishwasher immediately after every meal, including dinner.**
- ✓ Initial in the spaces provided once you have completed your chores.
- ✓ There will be written consequences if there is a pattern of non-participation in helping to keep the shelter clean.

### **BREAKING RULES**

If the Guidelines presented in this handbook are not complied with, a warning in the form of a **Non-compliance** or **Policy Violation** will be issued at that time. You will be asked to sign the form and may use the form to respond. **Nine (9) Non-Compliances or Three (3) Policy Violations will result in Termination from the program. (One (1) Policy Violation is equal to three (3) Non-Compliances.) Remember that we are YOUR advocates and are on YOUR side and at the same time we may need to issue these warnings in order to maintain a safe and healthy and smooth running shelter.**

### **GUIDELINES FOR MOTHERS**

All school age children should be enrolled in school within 48 hours of intake.

**Mothers are responsible for their children at all times.** The shelter is a large house and children can get into dangerous situations very quickly.

Mothers meet with the Children's Program Coordinator weekly to discuss their children's needs, the impact of exposure to domestic violence on their children and connecting with resources within the community.

If you must leave for a medical appointment, job interview, court date, or other goal-oriented errand, you may ask another resident to provide child care for a limited, specified period of time. The limit is three (3) hours at a time. Residents are allowed to watch 2 children other than their own.

Ask an advocate for a Child Care Form and let them know who will be watching your child(ren). The completed form itself also clearly states who is responsible for your child(ren) in your absence and provides your **emergency contact number**. It is signed by you and the person agreeing to keep your child(ren).

Children under 5 are **not** allowed in the kitchen. Accidents happen too quickly. All meals and snacks must be eaten at the dining room table, kitchen island, or outdoors. There is a high chair available.

Children should be in their rooms by 8:30 pm on weeknights and 9:00 pm on weekends. Teens, ages 13 to 17 may stay up until 11:00 pm on Friday and Saturday nights with mother's permission.

Children are not allowed in other residents' rooms without permission from their mother and the resident. Please keep all toys in the play room and clean up afterward. All outside toys stay outside and all inside toys stay in the playroom.

*Child Safety/ Booster Seat* - The new law requires all children birth to age seven to ride in a child safety seat whenever traveling in a motor vehicle. Violators of Hawaii's Child Passenger Restraint Law are required to attend a 4 hour class and may be assessed a fine of \$100 - \$500 depending on the number of offenses. Any child from age four to seven should be in a booster seat for safety. If you do not have a child safety seat for your child/ children, please see the Children's Program Coordinator for assistance.

*Let's keep it safe for all the keiki.*

---

## TIME OUT PROCEDURE

This procedure when used appropriately helps to set limits and change the behavior of a child. The process starts by moving your child from the place of his or her inappropriate behavior to a designated "thinking chair". The steps are as follows:

- 1) The area of the "thinking chair" should be located in a quiet place in the house. A closed closet or bathroom should never be used as a "thinking" place.
- 2) Explanation of the **time out** rules prior to using is essential. Give the child a verbal warning, explaining exactly what inappropriate behavior he or she has done, and what the consequences will be if the behavior continues.
- 3) When needed, put child on "thinking chair" for designated length of time. One minute for every year of life. For example a 4 year old child would sit for four minutes. No attention should be given during their "thinking" time.
- 4) The child needs to stay put until you are ready to excuse them from the "thinking chair". This is the time you will discuss again the inappropriate behavior and to ask what they could have done or said differently. If they have no reply, then have some ideas to give to them with emphasis on "use your words". Ask them if they are ready to say "sorry" without forcing them to. As soon as possible watch for when the child does something appropriate, then praise them for it. Encouragement will go a long way towards appropriate behavior.

### A NEW DAY

I begin a new day from that Center of Peace within me  
I allow the feelings of Freedom and Relaxation to fill me  
I feel serenely confident that  
I have all the strength I need  
I have all the courage I need  
I have all the wisdom I need  
I have all the patience I need  
To accomplish all that needs to be done throughout this day.

## YWCA SHELTER EMERGENCY PLANS

### Procedure in case of FIRE

1. If smoke or flames are noticed in the house, the person who discovers this should alert the household and begin evacuation through the nearest EXIT, then proceed to the edge of the yard UPWIND from the fire. If the fire is large, the first person to open any door to the house should feel it first. If the door feels hot, DO NOT open the door. Exit instead through a window by first removing the glass and pushing out the screen.
2. If the phone is accessible, staff or most able-bodied person call 911 for the Fire Department. If the fire is small and has been extinguished call 241-6515/ or 241-6507, (Lihue Fire Station) give your name, address, and the type of fire. (kitchen, electric, etc.)
3. After the Fire Department is alerted, staff takes a HEAD COUNT of people evacuated. If all present, doors to the outside of the house should all be closed.
4. If the fire is small, staff on duty uses the fire extinguisher (ours can be used on all types of fire) by standing 20 feet away and spraying from the base of the fire in a sweeping motion until the fire is extinguished.
5. Even if the fire is extinguished, let the Fire Department come for a final check. The person who called them should meet them when they arrive to tell of the location of the fire and what has been done. Charred material, especially mattresses or couches and chairs, should ALWAYS be removed from the house.

### Procedure for other DISASTERS

In case of hurricane, typhoon, or air raid; stay inside the house under heavy furniture or stand in doorways. In case of an earthquake; stay inside if you are already inside. Take cover under a desk, table or in an inside doorway, hall or against inside walls. After shaking stops, leave the building if it has been damaged. If you are outside, stay in the open. Move away from buildings and wires. Appropriate disaster plans will be overseen by the person in charge at the time of the event.

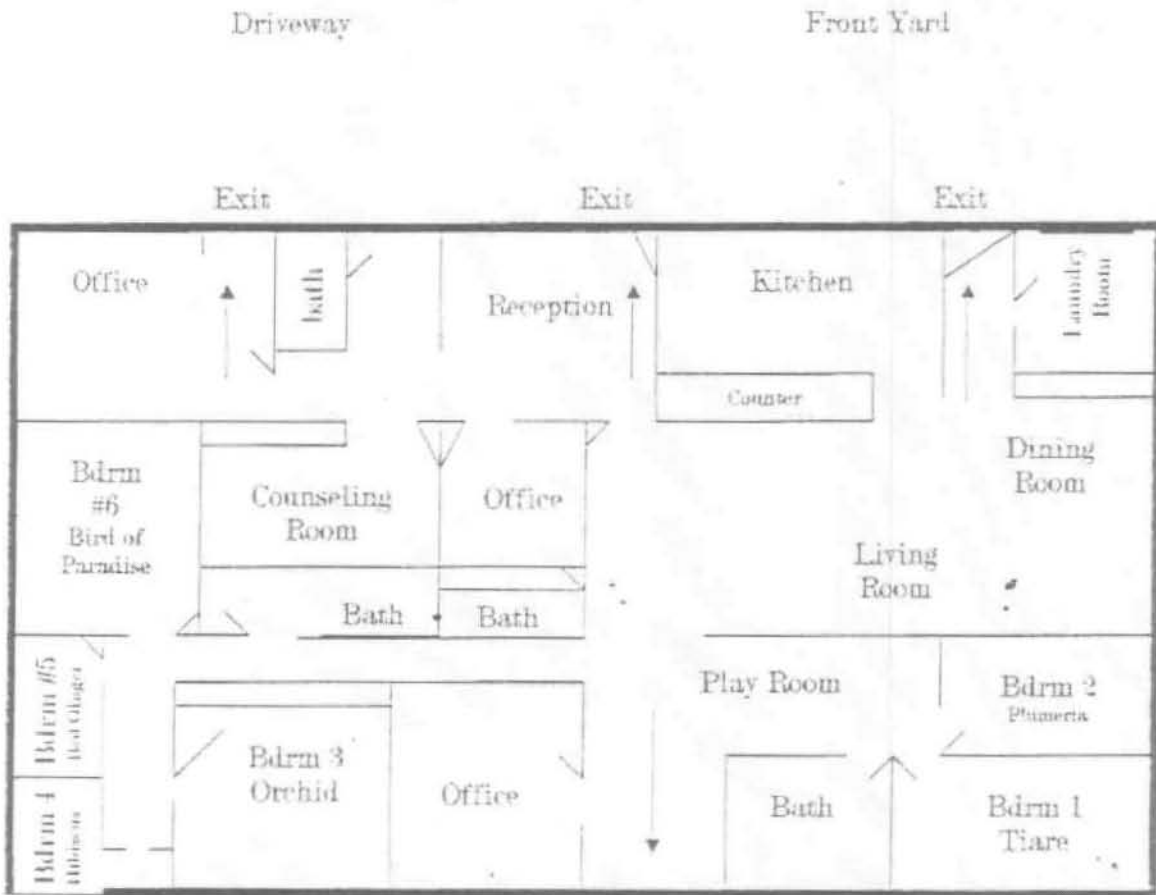
### Procedure for THREATS BY TRESSPASSERS

1. Lock all doors to the outside, front and back.
2. Have all residents go into handicapped bathroom.
3. Staff or assigned person will call Police. 911.
4. All women and children will stay in handicapped bathroom until staff determines if it is safe to come out.

### FIREDRILLS

There will be monthly fire drills conducted by staff.

# SHELTER FLOOR PLAN FIRE EXITS





FINANCIAL AUDIT OF THE  
YOUNG WOMEN'S CHRISTIAN ASSOCIATION  
OF KAUAI

June 30, 2009

YOUNG WOMEN'S CHRISTIAN ASSOCIATION OF KAUAI

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PART I  
FINANCIAL SECTION

SONODA & ISARA, LLP  
Certified Public Accountants

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of  
Young Women's Christian Association of Kauai

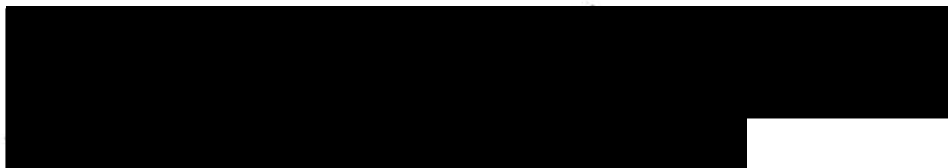
We have audited the accompanying statement of financial position of the Young Women's Christian Association of Kauai (a nonprofit organization) as of June 30, 2009, and the related statements of activities, functional expenses, and cash flows for the fiscal year then ended. These financial statements are the responsibility of the Organization's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

As explained in Note G in the financial statements, a split-interest agreement was not recorded in the financial statements. In our opinion, accounting principles generally accepted in the United States of America required that such agreements be recorded at adjusted fair value as of the date of the gift. It was not practicable to determine the effects of the unrecorded split-interest agreement on the financial statements.

In our opinion, except for the effects of not recording and adjusting the gift of the split-interest agreement, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of the Young Women's Christian Association of Kauai as of June 30, 2009, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued our report dated June 29, 2010, on our consideration of Young Women's Christian Association of Kauai's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.



Honolulu, Hawaii  
June 29, 2010

Young Women's Christian Association of Kauai  
STATEMENT OF FINANCIAL POSITION  
June 30, 2009

ASSETS

CURRENT ASSETS

Cash	\$	304,232
Certificate of deposit		75,000
Grants receivable		293,598
Prepaid expenses and other assets		17,416
Cash held in trust		<u>14,488</u>

Total current assets		<u>704,734</u>
----------------------	--	----------------

PROPERTY AND EQUIPMENT, AT COST

Land		572,208
Buildings and improvements		508,485
Furniture and equipment		310,158
Vehicles		<u>16,446</u>
		1,407,297
Less accumulated depreciation		<u>(622,928)</u>
		<u>784,369</u>

OTHER ASSETS

Investments		136,136
Cash held for construction		5,003
Cash held for Camp Sloggett maintenance		2,292
Security deposits		<u>3,316</u>
		<u>146,747</u>

\$ 1,635,850

LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable	\$	46,829
Refundable deposits		11,172
Accrued payroll and other expenses		90,026
Accrued vacation		38,091
Due to others		<u>14,488</u>

Total current liabilities		<u>200,606</u>
---------------------------	--	----------------

NET ASSETS

Unrestricted		1,307,694
Temporarily restricted		<u>127,550</u>
		<u>1,435,244</u>

\$ 1,635,850

See accompanying notes and independent auditor's report.

Young Women's Christian Association of Kauai  
**STATEMENT OF ACTIVITIES**  
 Fiscal Year Ended June 30, 2009

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total</u>
<b>REVENUES AND OTHER SUPPORT</b>			
Grants from governmental agencies	\$ 1,618,185	\$ -	\$ 1,618,185
Grants from trusts and foundations	-	197,042	197,042
General contributions	37,097	1,101	38,198
Program fees	69,005	-	69,005
Rental income	63,274	-	63,274
United Way	33,803	-	33,803
Investment income	8,285	1,105	9,390
Fundraising	20,853	-	20,853
Other	5,680	-	5,680
Unrealized loss on investments	(25,641)	-	(25,641)
Net assets released from restrictions	<u>170,036</u>	<u>(170,036)</u>	<u>-</u>
Total revenues and other support	<u>2,000,577</u>	<u>29,212</u>	<u>2,029,789</u>
<b>EXPENSES</b>			
Program services			
Treatment	681,218	-	681,218
Shelter	614,450	-	614,450
Education and prevention	285,996	-	285,996
Women's services	116,562	-	116,562
Youth services	203,769	-	203,769
Supporting activities			
Management and general	125,329	-	125,329
Fundraising	<u>19,987</u>	<u>-</u>	<u>19,987</u>
Total expenses	<u>2,047,311</u>	<u>-</u>	<u>2,047,311</u>
CHANGE IN NET ASSETS	(46,734)	29,212	(17,522)
NET ASSETS AT BEGINNING OF FISCAL YEAR	<u>1,354,428</u>	<u>98,338</u>	<u>1,452,766</u>
NET ASSETS AT END OF FISCAL YEAR	<u>\$ 1,307,694</u>	<u>\$ 127,550</u>	<u>\$ 1,435,244</u>

See accompanying notes and independent auditor's report.

Young Women's Christian Association of Kauai  
STATEMENT OF FUNCTIONAL EXPENSES  
Fiscal Year Ended June 30, 2009

	Program Services					Total Program	Supporting Activities		Total Expenses
	Treatment	Shelter	Education and Prevention	Women's Services and Other	Youth Services		Management and General	Fundraising	
Salaries and wages	\$ 449,965	\$ 402,418	\$ 184,919	\$ 10,921	\$ 63,047	\$ 1,111,270	\$ 41,021	\$ -	\$ 1,152,291
Payroll taxes and employee benefits	141,711	109,293	62,735	3,149	18,778	335,666	8,683	-	344,349
Total employee costs	591,676	511,711	247,654	14,070	81,825	1,446,936	49,704	-	1,496,640
Advertising	254	533	-	8,835	650	10,272	-	4,165	14,437
Automobile	100	-	-	1,372	42	1,514	-	-	1,514
Bank service charges	5	-	10	5	-	20	2,369	-	2,389
Capital improvements	-	202	-	-	-	202	-	-	202
Contractual services	7,613	1,500	-	45,831	42,563	97,507	4,017	-	101,524
Depreciation	-	-	-	-	-	-	29,411	-	29,411
Dues and fees	2,539	4,945	2,618	1,015	1,576	12,693	2,694	-	15,387
Equipment rental and repair	747	6,219	1,936	2,877	6,308	18,087	1,502	-	19,589
Food	548	8,145	-	24	5,324	14,041	163	-	14,204
Fundraising - other	-	-	-	-	-	-	217	-	217
Furnishing	487	1,649	1,093	2,989	8,114	14,332	631	-	14,963
Independant audit	6,713	7,046	2,718	138	825	17,440	828	-	18,268
Insurance	7,845	10,341	6,247	3,974	3,582	31,989	515	-	32,504
Interest expense	17	24	14	5	6	66	1	-	67
Legal fees	766	565	-	-	20	1,351	2,080	-	3,431
Miscellaneous	-	-	5	-	-	5	(589)	-	(584)
Office supplies and expense	7,128	6,116	2,351	520	3,896	20,011	359	229	20,599
Postage and delivery	927	1,406	730	292	294	3,649	19	22	3,690
Printing	5,977	5,180	2,152	136	1,081	14,526	669	489	15,684
Program expenses	4,940	6,177	5,760	14,794	9,630	41,301	7,617	13,762	62,680
Publications	-	-	-	-	-	-	394	-	394
Purchased services	1,094	1,323	467	29	170	3,083	712	-	3,795
Rent - premises	10,313	4,897	2,447	3,874	20,344	41,875	7,269	-	49,144
Repairs and maintenance	10,422	10,375	1,769	3,952	4,250	30,768	8,589	500	39,857
Staff training	1,312	550	707	-	230	2,799	383	-	3,182
Taxes - other	982	1,029	402	43	169	2,625	149	820	3,594
Telephone	6,569	7,879	1,487	472	3,009	19,416	136	-	19,552
Travel	2,713	1,307	2,531	1,168	5,967	13,686	804	-	14,490
Utilities	7,615	10,695	1,419	9,707	3,112	32,548	3,874	-	36,422
YWCA Dues	1,916	4,636	1,479	440	782	9,253	812	-	10,065
Total expenses	\$ 681,218	\$ 614,450	\$ 285,996	\$ 116,562	\$ 203,769	\$ 1,901,995	\$ 125,329	\$ 19,987	\$ 2,047,311

See accompanying notes and independent auditor's report.



Young Women's Christian Association of Kauai  
**STATEMENT OF CASH FLOWS**  
 Fiscal Year Ended June 30, 2009

Cash flows from operating activities

Increase (decrease) in net assets	\$ (17,522)
Adjustments to reconcile increase (decrease) in net assets to net cash used in operating activities:	
Depreciation	29,411
Net unrealized holding (gain) loss on investments	25,641
(Increase) decrease in:	
Grants receivable	(111,842)
Prepaid expenses	(1,538)
Cash held in trust	9,737
Security deposits	(3,316)
Increase (decrease) in:	
Accounts payable	9,345
Refundable deposits	2,557
Accrued payroll and other expenses	43,313
Accrued vacation	(1,352)
Due to others	<u>(12,150)</u>
Net cash used in operating activities	<u>(27,716)</u>

Cash flows from investing activities

Purchase of investments	(8,368)
Purchase of certificates of deposit	(75,000)
Transfer from cash held for construction	(1,000)
Transfer from cash held for Camp Sloggett maintenance	<u>282</u>
Net cash used in investing activities	<u>(84,086)</u>

**NET DECREASE IN CASH AND CASH EQUIVALENTS** (118,802)

Cash and cash equivalents at beginning of year	<u>416,034</u>
Cash and cash equivalents at end of year	<u><u>\$ 304,232</u></u>

Supplemental disclosure

Interest paid	<u><u>\$ 67</u></u>
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See accompanying notes and independent auditor's report.

Young Women's Christian Association of Kauai  
NOTES TO FINANCIAL STATEMENTS  
June 30, 2009

**NOTE A - ORGANIZATION AND PURPOSE**

The Young Women's Christian Association of Kauai (YWCA) was incorporated in the State of Hawaii in November 1963. Its mission is to empower women and girls and to eliminate racism in the State of Hawaii. Currently, the YWCA conducts outreach and other programs to address such problems as sexual assault, domestic violence, child abuse and the challenging social needs of youth.

Revenues are provided primarily under contractual arrangements with various governmental departments and agencies from state and federal funds. Grants from trusts and foundations, rental income, program fees and membership dues are other sources of revenue.

The YWCA receives a substantial amount of its support from state and federal government agencies. Significant reductions, if any, in the level of this support may have an adverse effect on the YWCA's programs and activities.

**NOTE B - SIGNIFICANT ACCOUNTING POLICIES**

- (1) **Basis of accounting** - The financial statements of the YWCA have been prepared on the accrual basis.
- (2) **Basis of presentation** - Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards (SFAS) No. 117, *Financial Statements of Not-for-Profit Organizations*. Under SFAS No. 117, the YWCA is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets.
- (3) **Use of estimates** - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Young Women's Christian Association of Kauai  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2009

**NOTE B - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

- (4) **Investments** - The YWCA maintains its investments in mutual funds and securities, which are carried at the quoted market value as of the end of the fiscal year.
- (5) **Accounts receivable** - The YWCA carries its accounts receivable at cost. The organization's policy is not to accrue interest on accounts receivable. Accounts are written off as uncollectible at the time management determines that collection is unlikely.
- (6) **Promises to give** - Unconditional promises to give are recognized as revenues or gains in the period received and as assets, decreases of liabilities, or expenses depending on the form of the benefits received. Conditional promises to give are recognized when the conditions on which they depend are substantially met.
- (7) **Functional allocation of expenses** - The costs of providing the various programs and other activities are summarized on a functional basis in the statement of activities. Accordingly, costs are allocated to the benefitted program and supporting services.
- (8) **Fixed assets and depreciation** - Fixed assets are recorded at cost or the estimated fair market value at date of donation. Maintenance, repairs and minor improvements and betterments are expensed, while major improvements are capitalized. Depreciation is calculated using the straight-line method based on the estimated useful lives of the assets which range from 5 to 31.5 years.
- (9) **Advertising costs** - The YWCA expenses advertising costs as it is incurred.
- (10) **Income taxes** - The YWCA is recognized by the Internal Revenue Service as an exempt organization under Section 501(c)(3) of the Internal Revenue Code.
- (11) **Restricted and unrestricted revenues and support** - Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

Young Women's Christian Association of Kauai  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2009

**NOTE B - SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

- (12) **Recognition of restricted government contributions** - Restricted governmental contributions are considered to be earned and are reported as revenues when the YWCA has incurred expenses or satisfied the grant requirements in compliance with the specific restrictions. Grants receivable represents the excess of expenses incurred over revenues received. Governmental grants received in excess of expenses incurred are classified as refundable advances until expended since they are conditional promises to give.
- (13) **Donated services and materials** - Significant and essential donated services are performed by various volunteers to support the YWCA's programs and activities. These services would be performed by employees if they were not otherwise donated. Donated services have not been reflected in the financial statements as the dollar amount is not readily determinable. All other donated services and materials are recorded at the estimated fair market value at the date of donation.
- (14) **Statement of cash flows** - For purposes of the statement of cash flows, the YWCA considers all highly liquid investments purchased with an original maturity of three months or less to be cash equivalents.

**NOTE C - DESCRIPTION OF PROGRAMS**

Major program services as delineated on the Statement of Functional Expenses are described below:

**Shelter** - Provides emergency housing, education and advocacy to female victims of domestic violence and their children.

**Treatment Services** - Provides treatment services to sexual offenders, and to victims of sexual assault and sexual abuse.

**Education and Prevention** - Education and treatment services designed to change beliefs and teach the skills necessary to be in relationships without violence.

Young Women's Christian Association of Kauai  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2009

NOTE C - DESCRIPTION OF PROGRAMS (CONTINUED)

Women's Services - Provides outreach and other services to women and their families.

Youth Services - Provides services to youth.

NOTE D - INVESTMENTS

The YWCA maintains investments in mutual funds and securities through an investment company. These investments are stated at the quoted market value of the investments. The cost of the investments at June 30, 2009 amounted to \$161,673 and the gross unrealized loss was \$25,537. The classification of these investments as a noncurrent asset was based on management's intent and ability to hold these investments in relation to the YWCA's operating capital needs.

NOTE E - LEASE COMMITMENTS

The YWCA leases a camp site under an operating lease expiring in 2020. Minimum future rental payments under noncancellable operating leases as of June 30, 2009 are:

<u>Fiscal Year Ending June 30.</u>	<u>Amount</u>
2010	\$ 1,120
2011	1,120
2012	1,120
2013	1,120
2014	1,120
Thereafter	6,720
	<u>\$ 12,320</u>

Young Women's Christian Association of Kauai  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2009

NOTE F - CAPITAL CAMPAIGN

In 1997, the YWCA initiated *Mission: Possible*, a fund raising capital campaign. All funds raised were to be used for the construction of a new YWCA center and for the establishment of endowment funds for the support and maintenance of Camp Slogett and the Family Violence Shelter.

The YWCA contracted the services of a fundraising consultant responsible for the coordination of the fundraising drive. Approximately 100 volunteers were recruited for help throughout the 42 week drive. Solicitations and proposals were sent to individuals, foundations and private businesses. The project was completed during the 1999 fiscal year.

Total pledges totaled approximately \$1,200,000. This amount includes a split-interest agreement of \$618,000 which was not recognized in the year of notification (See Note G). All remaining pledges are restricted to the uses stated above and represent intentions to give. As such, no receivables were included in the financial statements. The balance of the pledges excluding the \$618,000 split - interest agreement is approximately \$52,200 as of June 30, 2009.

All receipts and disbursements were accounted for in separate bank accounts. The balances in these accounts at June 30, 2009 were \$26,493.

The following summarizes the transactions to date of the campaign at June 30, 2009:

Receipts	\$ 568,594
Less: disbursements	<u>(213,258)</u>
Balance before land purchase	355,336
Land purchase (net)	(393,208)
Loan from operating (net)	<u>62,888</u>
Balance	<u>\$ 25,016</u>

Young Women's Christian Association of Kauai  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2009

**NOTE G - SPLIT - INTEREST AGREEMENT**

In October of 1998, as part of its capital campaign, the YWCA was informed of an anonymous charitable remainder unitrust being established with the YWCA named as beneficiary. The YWCA was not named as the trustee.

Generally accepted accounting principles require the recognition of the gift as permanently restricted revenue as of the date of the donation. The amount recorded is to be the fair market value of the gift less the present value of donor payment and trust expenses over the estimated remaining life of the donor.

At year-end, amortization of the discount based on estimated donor payments as well as the changes in the fair market value of the total trust assets needs to be recorded as a change in split-interest agreements - permanently restricted.

Because of the donor's request for anonymity, detailed trust information to record revenues was not obtained. The transaction has been disclosed as a departure from generally accepted accounting principles with the consequences not determinable.

**NOTE H - RETIREMENT PLAN**

The YWCA participates in the defined contribution pension plan of the national YWCA that covers substantially all employees who meet certain eligibility requirements. Contributions to the plan are based on a percentage of salary. For the fiscal year ended June 30, 2009, pension expense was \$56,948.

**NOTE I - NET ASSETS**

Temporarily restricted net assets are released from donor restrictions primarily by incurring expenses that satisfy the restricted purposes. Net assets of \$170,036 released from restriction in 2009, were for program expenditures.

At June 30, 2009, temporarily restricted net assets consisted of contributions and grants, which are restricted for various purposes by the donors as follows:

Young Women's Christian Association of Kauai  
NOTES TO FINANCIAL STATEMENTS (CONTINUED)  
June 30, 2009

NOTE I - NET ASSETS (CONTINUED)

Shelter	\$	28,227
Youth service		67,451
Treatment		20,051
Administration and other services		<u>11,821</u>
	\$	<u>127,550</u>

NOTE J - SUBSEQUENT EVENTS

Subsequent events were evaluated through June 29, 2010, which is the date the financial statements were available to be issued.



PART II

REPORT ON INTERNAL CONTROL  
OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS

SONODA & ISARA, LLP  
Certified Public Accountants

REPORT ON INTERNAL CONTROL OVER FINANCIAL  
REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

To the Board of Directors of  
Young Women's Christian Association of Kauai

We have audited the financial statements of the Young Women's Christian Association of Kauai (a non profit organization) as of and for the fiscal year ended June 30, 2009, and have issued our report thereon dated June 29, 2010. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

In planning and performing our audit, we considered the Young Women's Christian Association of Kauai's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Young Women's Christian Association of Kauai's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the Organization's internal control over financial reporting.

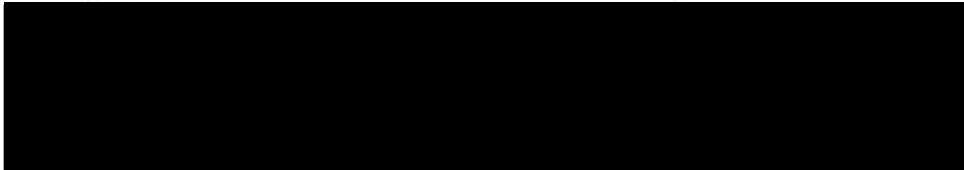
*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

#### Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Young Women's Christian Association of Kauai's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management and Board of Directors and is not intended to be and should not be used by anyone other than these specified parties.



Honolulu, Hawaii  
June 29, 2010

D

PART III

FINDINGS AND QUESTIONED COSTS

Young Women's Christian Association of Kauai  
SCHEDULE OF FINDINGS  
Fiscal Year Ended June 30, 2009

There were no findings noted during the fiscal year ended June 30, 2009.

D

PART IV  
STATUS OF PRIOR AUDIT FINDINGS

Young Women's Christian Association of Kauai  
SUMMARY SCHEDULE OF PRIOR AUDIT FINDINGS  
Fiscal Year Ended June 30, 2009

There were no prior audit findings or follow-up procedures.