

THE THIRTIETH LEGISLATURE
APPLICATION FOR GRANTS
CHAPTER 42F, HAWAII REVISED STATUTES

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: Db:
Bobby Benson Center Bobby Benson Center

Amount of State Funds Requested: \$ 300,000

Brief Description of Request (Please attach word document to back of page if extra space is needed):

Bobby Benson Center Renovations: The Bobby Benson Center has been serving adolescents (ages 13 to 17 years) in Hawaii suffering from substance use and co-occurring mental health disorders, for 32 years. Bobby Benson Center's residential facility has aged considerably over the years and is in desperate need of renovations. Creating a safe and inviting space for the youth of Hawaii to live, heal and thrive is crucial to our mission. The 2022 Bobby Benson Center Renovation project will address safety and facility improvements and repairs to the client's cabins and administration

Amount of Other Funds Available:

State: \$ 612,286
Federal: \$ 0
County: \$ 249,000
Private/Other: \$ 505,000

Total amount of State Grants Received in the Past 5 Fiscal Years:

\$ 250,000
Unrestricted Assets:
\$ 1,619,001.05

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

- 501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

56-660 Kamehameha Hwy;
City: State: Zip:
Kahuku HI 96731

Contact Person for Matters Involving this Application

Name: Elizabeth Nowland	Title: Quality Assurance and Grants Coordinator
Email: enowland@bobbybenson.org	Phone: (808) 376-3014

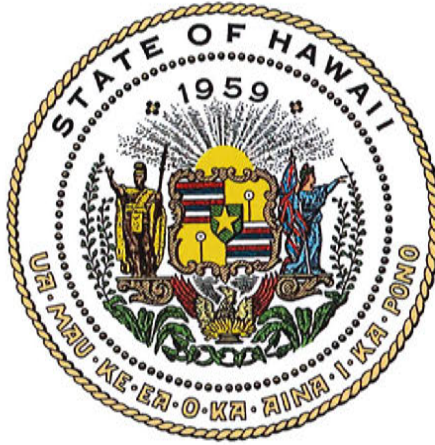
Federal Tax ID#:

State Tax ID#


Authorized Signature

Sione Naeata; Executive Director
Name and Title

01/28/2022
Date Signed



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

BOBBY BENSON CENTER

was incorporated under the laws of Hawaii on 01/02/1986 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: December 15, 2021

Director of Commerce and Consumer Affairs



Application for Grants

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

I. Certification

1. ***Certificate of Good Standing***

See Attached

2. ***Declaration Statement***

See Attached

3. ***Public Purpose***

Bobby Benson Center attests that, if awarded, the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Reserved Statutes.

Details included in the application are: (1) name of the requesting organization is Bobby Benson Center, (2) the public purpose for the grant, (3) the services to be supported by the grant, (4) the target group; and (5) the cost of the grant and the budget

II. Background and Summary

1. ***A brief description of the applicant's background;***

The Bobby Benson Center (BBC) is a non-profit 501(c)(3) residential treatment center located in Kahuku. The BBC operates a DOH-licensed 30-bed Special Treatment Facility for adolescents ages 13-17 years old with substance use and co-occurring disorders. Services include assessment, residential treatment, outpatient treatment, discharge planning, and other continuum of care services. BBC has been providing adolescent residential substance use treatment services since September 10, 1990.

Historically, the mission of BBC has been to free the Youth in Hawaii from substance use and co-occurring disorders through treatment services employing best practices for the youth and their families. Recently that mission has changed to serving individuals and families in Hawaii affected by substance use and co-occurring disorders, employing best practices through a continuum of treatment services. BBC made the change to their mission as they began implementing Intensive Outpatient (IOP)/Outpatient (OP) and other continuum of care (COC) services. While its residential services remain focused on adolescents (13-17 years old) its COC services are available for both adolescents and adults (18 and older).

The Bobby Benson Center has proven itself to be very skilled and effective at treating individuals with substance use disorders. This is evidenced by both high

utilization and analysis of performance measures. Family, client, and community satisfaction surveys as well as client and family input all indicate a high level of satisfaction with BBC programs and services. Six-month, twelve-month, and twenty-four-month follow-up surveys are sent out for all clinically discharged clients. Seventy percent of respondents report that they are clean and sober at 6-months follow-up and the overwhelming majority report vast improvements in academic, social, and family functioning. Response to follow-up beyond 6 months is difficult to obtain but the responses BBC does receive generally show clients are either employed or going to school and have remained sober (except for tobacco) or have relapsed but are currently sober. The majority of respondents attribute their success to the Bobby Benson Center and would highly recommend our services to others. BBC hopes that with the implementation of COC services those that are discharged from the residential program will have continued support to help them with their sobriety and overall mental health.

2. *The goals and objectives related to the request;*

The safety and comfort of the youth at Bobby Benson Center is an essential aspect of treatment. The social and emotional wellbeing of the youth and their ability to learn, grow and heal, has been positively correlated with the environment in which they live.

BBC is committed to providing a facility that will not add to the youth's feelings of insecurity and risk of harm. BBC is seeking funds to help renovate its deteriorating facilities and will include:

(1) Replacing the exteriors of all four client's residential cabins and the exterior of the administration building. This renovation is necessary as the wood siding has not been replaced in 32 years and is deteriorated due to age and weather. Replacing the exterior will (a) prevent water damage to the interior, (b) protect the clients and staff from the elements, c) make the cabins more welcoming for the youth.

(2) Replacing all rotting and warping doors with sturdy & durable solid wood doors. Having solid doors in place helps with (a) privacy of the clients as they participate in treatment (b) enhances the feeling of security amongst clients by alleviating the risk of uninvited individuals into their living quarters, and c) providing protection from the heat and/or cold.

(3) Renovating interior walls with plywood to reinforce the walls making them resistant to damage, painting all interior walls, and applying anti-graffiti coating making them easy to maintain and graffiti-free. This will a) keep the resident's cabins clean and inviting, b) help in the upkeep and maintenance of the cabins, c) discourage vandalism, and d) reduce the amount of time our facilities coordinator spends on repairing damages to the wall and removing graffiti.

(4) Replacing all doorknobs on the facility with Americans With Disabilities Act (ADA) compliant door levers that are also secure and tamper-resistant.

(5) Replace all cabin bedroom, common area, and bathroom windows with shatterproof and low profile windows so that (a) entry into the bedrooms and bathrooms from the outside is eliminated, (b) reduce and prevent injuries from punching windows and glass shattering, c) prevent elopement/being out of designated areas (d) reduce passing of contraband through windows.

(6) Renovate two of our existing bathrooms inside the cabins to be ADA compliant, including making the shower, sink and toilet all wheelchair accessible. This will allow BBC to accommodate all potential youth at the center.

3. *The public purpose and need to be served;*

The Bobby Benson Center (BBC) is first and foremost a refuge, a place of safety, a place that offers a therapeutic environment in which youth can heal and be given a chance to thrive. BBC provides 24-hour residential treatment for youth and the center becomes their home. Research has shown that a youth's environment is key to their overall wellbeing, growth, and ability to learn. BBC must provide a facility that is clean, safe, inviting, and conducive to healing. A majority of the youth residing at BBC come from disadvantaged and fractured homes, with some coming directly from living on the streets. Many have experienced situations that left them traumatized, feeling uncared for, and having a heightened sense of insecurity.

4. *Describe the target population to be served*

Clients at Bobby Benson Center are from all over the state of Hawaii and have been referred by agencies/organizations providing services for Hawaii's adolescent population aged 13-17. The clients referred need intense, residential treatment for substance abuse and co-occurring disorders and are beyond the scope of services available through the state directly.

Typically, these male/female adolescents are from lower-income families whose parents also have drug or alcohol dependencies. Each client at Bobby Benson Center is school-aged. Some clients arrive with a specific Individual Education Plan (IEP) while others are on track for their GED. Thirty percent of BBC clients have a disability, 11% are immigrants, and 30-35% identify as LGBTQ, and many have suffered abuse or been exposed to violence.

5. *Describe the geographic coverage.*

BBC serves youth from all areas of Hawaii with a large percentage (around 80%) of the youth coming from Oahu.

III. Service Summary and Outcomes

The Service Summary shall include a detailed discussion of the applicant's approach to the request. The applicant shall clearly and concisely specify the results, outcomes, and measures of effectiveness from this request. The applicant shall:

1. **Describe the scope of work, tasks, and responsibilities;**
BBC's renovation project will cost \$1,366,286. BBC is requesting from the State of Hawaii \$612,286 to help make some of the necessary renovations to our facilities located in Kahuku, as per the goals and objectives listed above in this application. BBC will outsource much of the project management, planning, design, and construction to companies with expertise in these fields. Please see attachment "Schedule A" for a more detailed list of work needed.
2. **Provide a projected annual timeline for accomplishing the results or outcomes of the service;**

Bobby Benson Center Renovation Project

July 2022 1st week

Cabin 4 (6 Weeks)

Initial inspection ordering of materials
Demolition of Exterior
Replacement of insulation and replacement of exterior walls
Replacement of windows
Demolition of Interior walls
Replacement of Interior walls, doors and knobs
Renovation of the ADA bathroom

August 2022 3rd Week

Cabin 3 (6 Weeks)

Demolition of Exterior
Replacement of insulation and replacement of exterior walls
Replacement of windows
Demolition of Interior walls
Replacement of Interior walls, doors and knobs

October 2022 1st week

Cabin 2 (6 Weeks)

Demolition of Exterior
Replacement of insulation and replacement of exterior walls
Replacement of windows
Demolition of Interior walls
Replacement of Interior walls, doors and walls

November 2022 3rd week

Cabin 1 (6 Weeks)

Demolition of Exterior

Replacement of insulation and replacement of exterior walls

Replacement of windows

Demolition of Interior walls

Replacement of Interior walls, doors and walls

Renovation of the ADA bathroom

January 2023 1st week

Admin Building 2 Weeks

Demolition of Exterior

Replacement of insulation and replacement of exterior walls

Replacement of windows

Demolition of Interior walls

Replacement of Interior walls, doors and walls

January 2023 3rd Week

Final Inspection of Project

Final Report due January 31th 2023

3. **Describe its quality assurance and evaluation plans for the request. Specify how the applicant plans to monitor, evaluate, and improve their results:**

The Bobby Benson Center's Board Chair Barbara Yamashita, selected members of the Board, Executive Director Sione Naeata, Facilities Coordinator Sunny Amisone, Program Manager Adney Harris, Accountant Qiana Heffernan, and Quality Assurance Coordinator Elizabeth Nowland will work together with the project manager (TBD) to coordinate and oversee the project. They will ensure that the project is done in a safe, timely manner and adheres strictly to the proposed budget and timeline. The project will hire companies and tradespeople expert and licensed in the required fields, and will conduct regular inspections, permits and licensing.

4. **List the measure(s) of effectiveness that will be reported to the State agency through which grant funds are appropriated (the expending agency). The measure(s) will provide a standard and objective way for the State to assess the program's achievement or accomplishment. Please note that if the level of appropriation differs from the amount included in this application that the measure(s) of effectiveness will need to be updated and transmitted to the expanding agency.**

Benchmarks to measure the effectiveness of the project will include:

- 1) Completing the proposed project within the stated timeline, meeting all proposed deadlines for pre-renovation, renovation, and post-renovation.
- 2) Being fiscally responsible by staying within the proposed project's budget. Providing financial reports and updates on the progress of the project on a timely and consistent basis to the State.
- 3) Completing the project in compliance with all county, state, and federal laws.
- 4) Before commencement of the project, clients and staff will be informed as to the specifics of the project and how their safety and privacy will be ensured while the project is being completed. Staff will share plans to minimize the effect of the project work on the clients and maintain their well-being. An increased sense of security for both clients and staff is the objective of this project. Most if not all of the items to be renovated will be visually apparent to both staff and clients. These items will be reviewed by staff and clients during their weekly community meetings and minutes of these meetings will be kept by the Program Manager or designee. Residents are encouraged to discuss safety issues and if they feel their needs are being met in that regard during the meeting. Continuous feedback will help staff monitor whether adjustments are needed to lessen the impact of the renovation on the overall wellbeing of the clients.
- 5) Client and family satisfaction surveys will be used to measure the satisfaction of clients and family members with the completed renovation project. It will also be used to determine collected by Bobby Benson Center indicate a high level of satisfaction with BBC programs and services. Any negative feedback regarding this project will be reviewed for planning future projects.
- 6) Decrease in property damage and injuries to clients and staff due to the upgrades of doors, doorknobs, windows, and exterior and interior walls
- 7) Increase in the overall comfort of clients and staff due to all necessary renovations to the cabins and administrative buildings.

IV. Financial

Budget

1. The applicant shall submit a budget utilizing the enclosed budget forms as applicable, to detail the cost of the request.
 - a. Budget request by source of funds **(See Attached)**
 - b. Personnel salaries and wages **(See Attached)**
 - c. Equipment and motor vehicles **(See Attached)**
 - d. Capital project details **(See Attached)**
 - e. Government contracts, grants, and grants in aid **(See Attached)**
2. **The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2023.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$153,070	\$153,070	\$153,073	\$153,073	\$612,286

3. **The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2023.**

- Atherton Family Foundation
- McInerny Foundation (Bank Of Hawaii)
- Harold K.L. Foundation
- City and County Of Honolulu GIA
- Henry and Jeanette Weinberg Foundation
- Clarence T.C. Foundation

4. **The applicant shall provide a listing of all state and federal tax credits it has been granted within the prior three years. Additionally, the applicant shall provide a listing of all state and federal tax credits they have applied for or anticipate applying for pertaining to any capital project, if applicable.**

Not Applicable

5. **The applicant shall provide a listing of all federal, state, and county government contracts, grants, and grants in aid it has been granted within the prior three years and will be receiving for fiscal year 2023 for program funding.**

Bobby Benson Center has been fortunate to receive contract/grants from: CAMHD, ADAD, Judiciary, Provider's Relief Funds, City and County of Honolulu Grant In Aid, and State of Hawaii Grant In Aid.

Other non-federal, state, and county grants received in the last three years include Castle Foundation, Atherton Foundation, Aloha United Way, EFSP, Turtle Bay Foundation, Charity Walk, Clarence T.C. Ching Foundation, Pivot Grant, Friends of Hawaii Charity, Hawaii Community Foundation, Hawaii Youth Service Network,

6. **The applicant shall provide the balance of its unrestricted current assets as of December 31, 2021.**

\$1,619,001.05

V. Experience and Capability

1. Necessary Skills and Experience

BBC has provided treatment and coordination of care services to at-risk youth and justice-involved youth for over three decades. During those years 1990 to 2022, BBC has contracted with the Department of Health, the Judiciary Department, State, and City & County agencies, and a host of private funders.

At the helm, are individuals who have successfully applied, executed, and appropriately reported grants and funds.

BBC's Executive Director, Mr. Sione Naeata has been part of the organization for 18 years. He has overseen multi-million dollar contracts for almost a decade. Most recently he coordinated the execution of a state GIA project worth \$450,000 as well as a privately funded partnership project worth \$682,000 and received high remarks for the efficiency and organization of both projects. In addition to Mr. Naeata, BBC also consists of a reputable Board of Directors who hold the management team accountable for the operations and finances of the organization. The average experience that each Board Member brings is 20 years where each member serves a committee and brings experience to the organization.

Quality Assurance and Evaluation

Under the direction of the Executive Director, the QAC provides staff support and coordination for all quality assurance activities. BBC has an active Quality Assurance Program that consists of several committees that meet on a monthly/weekly basis such as the Board of Directors, Executive, Quality Assurance/Management, Safety, Financial, and Clinical Case Review.

Furthermore, BBC is audited heavily by several agencies and funding bodies to confirm appropriate operations and usage of funds. Throughout those audits and surveys, BBC has consistently passed with excellent reviews and findings from all these auditors.

2. Facilities

BBC's modern residential campus is located on Oahu's beautiful North Shore in Kahuku just minutes from pristine beaches. One of the strengths of BBC's location is its remote distance from the typical areas where youth have engaged in high-risk behaviors. There are few distractions in this setting. The layout is open with a varied lush tropical landscape providing an atmosphere for the youth recovery. In this tranquil environment youth and their families are taught skills needed to promote full and lasting recovery from substance use and co-occurring disorders.

BBC has a current State of Hawaii Department of Health License to operate as a Special Treatment Facility with the capacity of 30 beds. There are four residential cabins where youth live. The majority of the facility is wheelchair accessible. BBC is working to make two of the cabins completely wheelchair accessible by renovating two bathrooms.

The main building includes the reception area, various administrative offices, conference room, nurse's office, youth group room, staff kitchen, IT room, and

storage areas. This building is adjacent to the bathrooms, laundry room, and a community dining hall that can serve a maximum of 65 people. The kitchen/dining hall is fully functional where breakfast, lunch, dinner, and two snacks are prepared every day by kitchen staff. Staff activities and meetings are also held in the dining hall.

There is a central field in the center of the facility that is surrounded by a walkway that leads to the four residential cabins and the schoolhouse (20 x 30-foot building) located on the western end of the facility primarily used for educational purposes. A mobile office trailer is located onsite which houses the Continuum of Care Group offices. Adjacent to the trailer is a covered area used as a weight room. There is also a small basketball court area.

BBC presents a comfortable and secure living environment for all four cottages so youth can relax during leisure time. Each cabin has five bedrooms, with its own AC unit and bathroom. There are eight beds (two youth each in four bedrooms). The 5th bedroom in each cottage is utilized as a therapist's office and storage room. The living room area is furnished with comfortable couches and chairs where youth can relax and enjoy entertainment and/or each other's company. All rooms are outfitted with energy blackout curtains that provide privacy, coolness in the summer, and retaining heat in the winter. There is an alarm on the outside of each cottage in the event youth elope from the facility.

BBC is committed to ensuring transgender youth will be provided with appropriate and safe accommodation. In addition, a perimeter fence surrounds the whole facility, which deters trespassers from entering the Center grounds. The entrance gate has a call box with a code known only to personnel

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision, and Training

The Bobby Benson Center will hire a project manager (TBD) to oversee and ensure the project is well managed. He/She will work closely with the BBC Board of Directors, Executive Director, Facilities Coordinator, BBC Accountant, and the Quality Assurance/Grants Coordinator. BBC will hire professional and licensed workers to complete all aspects of the project and will obtain building inspections from a qualified contractor pre and post-construction.

- 1) *Barbara Yamashita; Chairman of the Board-*** Barbara Yamashita, Retired from government service. Worked for the State of Hawaii at the Department of Health in various positions including Chief of the Maternal and Child Health Branch and as, Chief of the Community Health Division; Department of Human Services, Deputy Director and at the City and County of Honolulu as the Deputy Director of the Department of Community Services. For over eight years, Ms. Yamashita was also an

Adjunct Professor in Health Care Administration at the University of Phoenix, Honolulu Campus. She is currently serving as the President of the Board of Directors for the Bobby Benson Center.

- 2) **Fritz Johnson; Board Of Directors**-Fritz Johnson has been in business in Hawaii for over 50 years. His firm Fritz Johnson Inc. Architect specializes in High-End Custom Residential, Market Residential, Remodels, Renovations, Additions, Multi-Family housing, Affordable and Emergency Housing, Fixer Uppers, and small commercial projects. Fritz provides a full range of architectural services from consulting, site inspection, planning, schematic designs, interior design, and design building. He is licensed in Washington State, California, Guam, and Hawaii. Fritz has vast knowledge and experience in safety relation construction design, interpretations of CC&R's, and state and C&C construction requirements. Additionally, Fritz has served as a board member on several nonprofit boards, schools, and other clubs aimed at providing services to improve the communities of Hawaii.
- 3) **Sione Naeata; Executive Director**- Naeata joined the Bobby Benson Center Ohana in 2004 and has been instrumental in positioning BBC at the forefront of the residential treatment facilities in Hawaii. Naeata has served as Youth Counselor, Shift Leader, Program Manager, Operations Manager, and is currently serving as the Executive Director. Under Naeata's tutelage and training within the center's Milieu setting, the Bobby Benson Center has achieved consistent growth and recognition within Hawaii's residential communities as well as with funding organizations. Naeata has developed exceptional skills in performance management issues and strategies specializing in residential treatment settings. He is also trained in Cognitive Behavior Therapy (CBT), Dialectical Behavior Therapy (DBT), Life Space Crisis Intervention (LSCI) conflict cycle, and Trauma-Informed Care (TIC). He is also a member of Hawaii's Coalition for Substance Abuse. Naeata has a Bachelor's degree in International Business Management from Brigham Young University Hawaii and a Master's degree in Business Administration from the University of Argosy Hawaii. The primary responsibility of the Executive Director is to oversee operations of the organization; and to execute policies and procedures, programs, and initiatives. He also serves as a liaison to the Board of Directors by 1) keeping the board informed of the performance of the overall operations, 2) attending board meetings, 3) maintaining open lines of communication with the Board of Directors and other partners or collaborating agencies or persons. The ED signs all contracts on behalf of the Board of Directors. Naeata will be in close contact with Facilities Coordinator Sunny Amisone on the progress of this capital improvement project. Naeata will report to the Department of Health, Child and Mental Health Division, on the project and its impact on the clients at the center.

- 4) **Sunny Amisone; Facilities Coordinator**-Sunny Amisone has been with the Bobby Benson Center for approximately 3 months as our facilities coordinator. He will work closely with Adney Harris as noted below.
- 5) **Adney Harris; Operations Manager**-Adney Harris has been with Bobby Benson Center since 2008 and has worked in various positions such as House Manager, Shift Leader, Backup IT specialist, Assistant Operations Manager, Facilities Coordinator, and is now BBC's Operations Manager. He has a Bachelor's Degree from Brigham Young University Hawaii in Information Technology. Harris and Amisone are responsible for all acquisitions/purchases for the campus. All purchases made for the BBC campus are within the guidelines for a rehabilitation/restoration facility. Once approved by the Executive Director, Harris and/or Amisone will arrange for the purchase and installation of all equipment. Harris will oversee the installation of all equipment. Harris and Amisone will provide weekly updates to Executive Director Naeata so that he can inform BBC's Board of Directors as to the progress of the improvements. Harris and Amisone will be charged with oversight of this capital improvement project to ensure it is accomplished on time, adhere to the budget, and minimally disrupts the daily routine of the center's adolescent clients.
- 6) **Qiana Heffernan; Accountant and HR Coordinator**- Heffernan is responsible for tracking and recording the revenue and expenses of Bobby Benson Center. BBC follows accounting principles in line with US GAAP. Heffernan ensures that proper internal control procedures are followed when dealing with the finances of BBC. Heffernan will monitor the project expenditures to ensure compliance with the approved budget. She has been working with Bobby Benson Center as the accountant for 3 years and has overseen all fiscal matters related to Grant management. In addition to working with Bobby Benson Center Heffernan also works as a cash room Assistant Supervisor at the Polynesian Cultural Center where she employs proper controls to manage all cash aspects and conducts a thorough analysis of all fiscal matters. She is responsible for completing bank reconciliation every month to Quickbook balances, booking all journal entries including earned interest, payroll expenditures, ETFs, recurring and non-recurring deposits, and withdrawals.
- 7) **Elizabeth Nowland; Quality Assurance and Grants Coordinator**- Miss Nowland has been with BBC for 14 years. She has worked various positions and has currently worked as the center's Quality Assurance and Grants Coordinator for 4 1/2 years. In her current position, she has overseen all audits/ inspections, made sure that BBC remains in compliance with State and Federal regulations/laws, Funder and Grant requirements, and Accrediting and Licensing entities. She has also brought in hundreds of thousands of dollars through grants and various contracts. She has a Bachelor's degree in Psychology and a Master's In Business Administration.

All Staff who work at BBC are required to attend 30 hours of training annually regardless of position. Staff is also required to attend regular monthly supervisions with their supervisor or designated qualified staff. ***Please see attached policies and procedures regarding training and supervision of staff and Board of Directors.***

2. Organization Chart

See Attached

3. Compensation

Annual salary paid by the Bobby Benson Center to the three highest-paid employees:

Executive Director; \$125,000

Clinical Director; \$78,000

Nurse; \$66,560

VII. Other

1. Litigation

Not Applicable

2. Licensure or Accreditation

See Attached:

- CARF
- ADAD
- OHCA

3. Private Educational Institutions

Not Applicable

4. Future Sustainability Plan

The Financial Sustainability Plan at Bobby Benson Center involves continuing to offer residential services to at-risk youth in Hawaii allowing for continuous and dependable cash flow over the next five years. BBC wants to increase its current client base by applying for a fee-for-service program with the Med Quest Division. BBC's grant writer is actively involved in applying for new funding sources, keeping track of grants awarded, and when grants are due to be submitted. We are endeavoring to be more visible statewide, sharing the vision and mission of Bobby Benson Center. Our long-term plan is to offer additional services including, adult treatment and possibly outpatient care. These items are outlined in the Action Items listed below.

The project areas involved in this campus renovation will be maintained by BBC staff who will ensure the upkeep and longevity of each area on campus.

Action Items

1. The Facilities Coordinator is to maintain the facilities and ensure renovations are kept in good condition for years to come. Top-quality and durable supplies will be bought and professional and quality installation and applications will be done to ensure the work will last for decades.
2. Ensure continuous compliance with all funder requirements is maintained which allows continuous cash flow.
3. Apply for the Judiciary contract that will come available soon and any RFPs that Bobby Benson Center is eligible for.
4. Increase client admissions by applying with the Department of Health, Med Quest Division for the fee-for-service program.
5. Research and formalize contracts with new insurance companies.
6. Be more visible to attract new donors to help increase donor funding via a revamped Facebook page, fundraiser, open house, participating in community awareness programs to name a few.
7. The grant writer tracks all grant awards, due dates for grant application submissions, researches other grants.
8. Long-term goal: Increase other types of services such as services for adults who need drug and alcohol abuse treatment. These clients can come from the local community, other islands in the state, or from other states.

Goals that will be met by working toward and completing action items include:

- a) Provide financial stability and growth;
- b) Create services to more people in need;
- c) Enable Bobby Benson Center to become a leader in services we provide; and
- d) An ongoing Plan will enable Bobby Benson Center to consider available possibilities.

This Financial Sustainability Plan is a working document subject to continual review and revision by staff and board members to align actions with our mission and vision. Bobby Benson Center's Executive Team will meet monthly to discuss the plan and its progress.

Providing a safe and comfortable (while still durable) environment in which the clients can engage in the treatment, self-care, and skills-building activities. Creating a space for the clients to live and grow without the worry of finding adequate shelter or a place of rest. Encouraging youth to reach their potential through their surroundings. Giving them residential facilities that are reflective of a home environment that stimulates hope, change, and growth. Ensuring Bobby Benson Center's continued operations and compliance with standards of excellence.

SCHEDULE A

The Scope of Work will include upgrades and improvements to BBC's four (4) residential Cabins and the exterior of its administration building.

1. Replace exterior paneling with weather and other environmental conditions resistant wood on all four cabins and administrative buildings.
2. Repaint all 4 cabins and Administrative exterior walls with durable and pleasant looking paint.
3. Replace interior walls of all 4 cabins common areas and bedrooms with material that is resistant to damage
4. Paint all 4 cabins with attractive and soothing paint and coat them in a graffiti resistant coating.
5. Replace 48 client bedroom and bathroom old windows with awning/casement windows which have a lower impact area & will have the additional protection of tempered glass. Awning/casement windows also allow good air flow into the room while also eliminating unauthorized entry/exit from said windows.
6. Replace 28 broken/rotted hollow core doors, replacing all front entrances of the client cabins, all entrance doors of client's bedrooms, & client's therapist's office doors with solid wood doors. Having solid wood doors has been identified as an important barrier for safety & security purposes. It is also considered vital to the client's sense of safety & privacy which will allow them to heal & discuss their issues openly.
7. Replace all client's cabin door knobs with 36 ligature resistant, heavy duty, ADA compliant door levers. BBC is committed to ensuring all individuals on the facility are able to access buildings in a safe & accessible way. Its current doorknobs are not ADA compliant & are difficult for those with disabilities to access. In case of emergency it will be necessary for all doors to be opened/closed quickly by all on the facility including those with disabilities. In addition the new levers are made specifically for residential facilities of high risk clients. Being ligature resistant is an important aspect when considering acceptable door levers to prevent risk of suicide by hanging.
8. Replace remaining therapist offices and administration building doorknobs with 23 ADA complaint doorknobs.
9. Renovate Cabin 1 room 1 bathroom to be ADA complaint/wheelchair accessible by removing bathtub and installing an ADA complaint shower. Installing handrails by the toilet and in the shower. Lowering the sink to make handwashing accessible by wheelchair users.
10. Renovate Cabin 4 room 1 bathroom to be ADA complaint/wheelchair accessible by removing bathtub and installing an ADA complaint shower. Installing handrails by the toilet and in the shower. Lowering the sink to make handwashing accessible by wheelchair users.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2022 to June 30, 2023

App

Bobby Benson Center

BUDGET CATEGORIES	Total State Funds Requested (a)	Total Federal Funds Requested (b)	Total County Funds Requested (c)	Total Private/Other Funds Requested (d)
A. PERSONNEL COST				
1. Salaries	16,050	0	0	0
2. Payroll Taxes & Assessments	1,123	0	0	0
3. Fringe Benefits	1,123	0	0	0
TOTAL PERSONNEL COST	18,296	0	0	0
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island	0	0	0	0
2. Insurance	0	0	0	0
3. Lease/Rental of Equipment	0	0	0	0
4. Lease/Rental of Space	0	0	0	0
5. Staff Training	0	0	0	0
6. Supplies	0	0	0	0
7. Telecommunication	0	0	0	0
8. Utilities	0	0	0	0
9. Contracted Project Manager	0	0	0	25,000
10. Contruction (Exterior, Doors, windows)	593,990	0	0	0
11. renovate ADA bathrooms	0	0	50,000	0
12. Renovation Interior Cabin	0	0	199,000	480,000
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	593,990	0	249,000	505,000
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				

E. CAPITAL				
TOTAL (A+B+C+D+E)	612,286	0	249,000	505,000
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	612,286	Name (Please type or print) _____ Phone _____		
(b) Total Federal Funds Requested	0			
(c) Total County Funds Requested	249,000	Signature of Authorized Official _____ Date _____		
(d) Total Private/Other Funds Requested	505,000			
TOTAL BUDGET	1,366,286	Name and Title (Please type or print) _____		

Not Applicable

Applicant: _____ Bobby Benson Center _____

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				

JUSTIFICATION/COMMENTS:

Bobby Benson Center

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OTHER SOURCES OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2020-2021	FY: 2021-2022	FY:2022-2023	FY:2022-2023	FY:2023-2024	FY:2024-2025
PLANS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
LAND ACQUISITION	\$0.00	\$684,000.00	\$0.00	\$0.00	\$0.00	\$0.00
DESIGN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CONSTRUCTION	\$0.00	\$0.00	\$612,286.00	\$754,000.00	\$0.00	\$0.00
EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL:	\$0.00	\$684,000.00	\$612,286.00	\$754,000.00	\$0.00	\$0.00
JUSTIFICATION/COMMENTS:						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Appr

Bobby Benson Center

Contracts Total:

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)
1	CAMHD Service Provider Contract	7/1/21-6/30/22	Dept of Health	State
2	Judiciary Youth Service Provider Contract	7/1/21-6/30/22	Judiciary Dept	State
3	City & County GIA grant	10/1/21-9/30/22	C&C	Honolulu
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BOARD OF DIRECTORS TRAINING PLAN

Effective: 7/96
Reviewed: 9/96, 7/97, 6/98, 5/99, 6/00,
6/01, 6/02, 7/02, 8/03, 6/04,
7/05, 7/06, 10/10, 6/16, 11/19

Introduction

The Department of Health (Alcohol and Drug Abuse Division) requires a Board of Directors Training Plan for licensed chemical dependency treatment programs. The Board of Directors of the Bobby Benson Center shall have three levels of Director involvement.

- ◆ The first level of involvement is the Operations Team: Board Chairperson, President, and Vice President of Operations. If there is only one vice-president, s/he assumes the position of Vice President of Operations and (below) Vice President of Governance.
- ◆ The second level of involvement is the Executive Committee. Along with the above three persons, this also includes the Treasurer, Secretary, and Vice President of Governance.
- ◆ The third level of involvement is the Directors as a whole; meeting as the Board of Directors.

Each involvement level requires different levels of training.

Training of the Board of Directors

The entire Board of Directors receives written information on the Bobby Benson Center, a copy of the Articles of Incorporation, and the Corporate Bylaws. During their first 90 days on the Board of Directors, they receive a one-to-one review of the corporate materials with the Chairperson of the Board (one-two hours) and a one-to-one review of the facility operations, on-site, with the President and Executive Director (two-three hours). Thereafter, the person visits the Bobby Benson Center annually to receive an update on operational changes (two-three hours).

Training of the Executive Committee

The Executive Committee provides time-limited specialized tasks on behalf of the Board of Directors. In addition to the training noted above, each member receives an annual training with the Bobby Benson Center administrators and counselors. Typically, this is conducted around a meal with a special speaker and cross discussion among staff and Board members.

In addition to this annual training, each member of the Executive Committee is selected because of their specialized knowledge, in other domains or through learning on the Bobby Benson Center Board itself, in the following areas:

Chairperson. Executive leadership, fundraising knowledge, and commitment to adolescent chemical dependency recovery. Chairs Operations Team.

President. Has knowledge and training commensurate with, and holds, the position of Executive Director of the Bobby Benson Center. Acts on behalf of the Operations Team.

Vice-President of Operations/Governance. Fills in for Chairperson when needed. Serves on the Operations Team. Understanding of the history of the Bobby Benson Center. Acts as corporate historian.

Treasurer. Knowledge of budget and finance. Acts as liaison to the corporate accountant on behalf of the Chairperson.

Secretary. Knowledge of community networks on the North Shore of Oahu. Acts as community liaison on behalf of the Chairperson.

Operations Team

The Operations Team meets with a Program Evaluator on an annual basis (minimum of four hours). The Program Evaluator and Executive Director (chair of the Program Evaluation Committee) review the previous year's data and approve the next year's data collection plan (quality assurance plan). The Operations Team, and any other members appointed by the Chairperson, review the previous twelve months of operations and review a strategic plan for the next twelve months. This includes special assignments recommended for the other Board members, a first draft annual budget, and three strategic intentions for the Bobby Benson Center Program Evaluation Committee to study in the next year.

STAFF TRAINING

Effective: 7/96

Revised: 9/96, 11/98, 8/01, 6/16, 11/18

Reviewed: 8/12, 6/16, 8/19

PURPOSE:

To provide adequate training for all staff members ensuring best practices and quality services for all clients, families, and colleagues.

POLICY:

Bobby Benson Center (BBC) is committed to meeting all mandatory training requirements. At a minimum, Bobby Benson Center shall provide all new employees, twenty-four (24) hours of orientation to the organization within their first thirty (30) days of employment and/or contract. The orientation process must be completed prior to allowing any new staff to serve the youth. These twenty-four (24) hours can be applied towards the thirty (30) hours of ongoing professional development required for the year. A yearly schedule of training activities that are provided in-house and on an annual or as-needed basis. BBC full-time and part-time employees are required to attend 30 hours of training while per diem employees are required to attend only 15 hours of training annually. Staff members are REQUIRED to attend all training mandated by management, either in person or show evidence of training participation through training quizzes, power points, or video summary forms. The Clinical Director, together with other selected staff members, will determine training topics required by our stakeholders; including topics they see fit for assurance of best practices in BBC's efforts to accomplish their mission.

PROCEDURE:

The Clinical Director, together with designees, will generate a list of annual training for employees to attend for the fiscal year. Other training may happen during group supervisions or as corrective action plans due to certain events or as seen needed by the management team.

The procedure is as follows:

Notice of all training will be sent out by the Front Desk

Training will be held twice on the scheduled day.

- o Most training will be scheduled on Tuesdays.
- o Most to all of the 1st sessions will be held at 1:30 pm. – 3:00 pm to help accommodate the 1500 shift.
- o Most of the 2nd sessions will be held from 3:30 pm-5:00 pm. To help accommodate the 700 shift. Depending on the presenters and availability of video this training may be done via video.
- o A Video Presentation of the training will be offered at 9:30 pm – 11:00 pm within one week of the live training to accommodate the 2300 shift.
- o All shifts may attend any of the three sessions as they see fit.

All Trainers are required to have these materials for their presentations:

- o Presentation
- o Powerpoint or hard copy – summary of training
- o Sign-in sheet for employees
- o Question and answer or discussion questions on training.

- At the end of the training, all documentation will be given to the training coordinator or designee.
- The training coordinator will notify those staff who did not attend that they have two weeks to make up that particular training.
- Staff on extended leave who missed training will have two weeks to make up for those particular training upon returning to work.
- Staff who did not attend the training are expected to review the PPT training summary, located in the training file on the public server and answer the training summary discussion questions, located in the training discussion's folder on the public server.
- After answering the discussion questions they will be emailed to the training coordinator. The staff member will then be credited with attending that particular training and the completed training summary discussion questions will be filed in his or her training file.
- Two weeks after the training is offered, the training coordinator will submit the names of any staff members who have not completed that particular training/training summary discussion questions to their immediate supervisor and will be placed on written notice.
- One month, after the training was offered, any staff members who have not completed the training/training summary discussion questions will be put on corrective action up to but not limited to removal from the schedule until expectations are met.
- Any staff members who are absent due to PTO or have been excused will be given one month after their return to work to complete the training.

STAFF CLINICAL SUPERVISION

Effective: 10/94

Revised: 9/96, 2/00, 4/02, 7/02, 8/03, 9/06, 11/18

Reviewed: 09/13, 06/16, 8/19

PURPOSE

To ensure that clinical supervision is provided which contributes to the ongoing professional development of clinical staff.

POLICY

It is the policy of the Bobby Benson Center to monitor the quality of clinical activities and to provide clinical staff with appropriate feedback that would enhance employees' professional development.

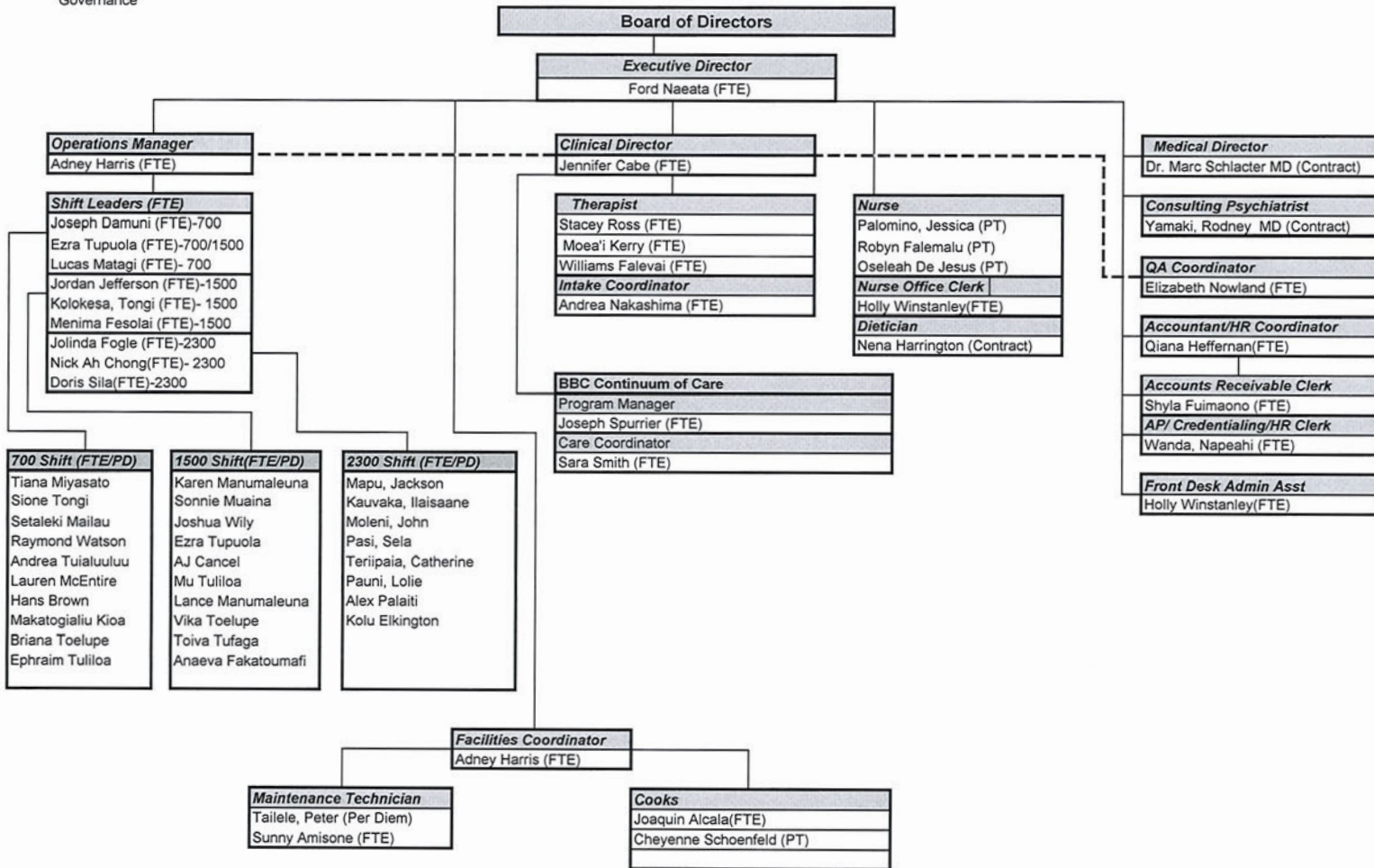
PROCEDURE (Monitored/Tracked by Operations Manager and Quality Assurance Manager)

A QMHP shall participate in at least two (2) hours of group supervision per month with other QMHPs or MHPs within the agency as evidenced by documentation in their supervision file. QMHPs working half-time or less may adjust the supervision requirements to one (1) group supervision per month. QMHP's may credit regular participation in CAMHD's Evidence-Based Services Committee (EBS), HBR Rounds, or CBR/HBR Clinical Lead meetings towards the QMHP supervision requirements. Documentation of attendance shall be maintained by the QMHP and submitted to the contractor for inclusion in the supervision file. A QMHP may supervise the equivalent of no more than ten (10) full-time MHP's or Paraprofessionals.

An MHP shall receive at least three (3) hours of supervision a month from a QMHP. At least one (1) hour must be individual, clinical, youth-specific supervision. MHPs working half-time or less may adjust the supervision schedule with one (1) hour individual and one (1) hour group. An MHP may supervise the equivalent of no more than ten (10) full-time Paraprofessionals. A Supervising MHP Exception Request may be granted to allow certain MHPs to supervise other MHPs and/or Paraprofessionals up to the ten (10) full-time equivalent limit if approved. Supervising MHPs must be supervised by a QMHP.

Paraprofessionals must receive at least once a week clinical group supervision focused on treatment goals and interventions including de-escalation techniques for youth within the milieu by an MHP or QMHP and can be part of a shift-change meeting. At least a half-hour once a month individual professional development supervision that is based on an assessment of the Para skills and attitudes shall be conducted by an MHP, QMHP, or Paraprofessional in the role of shift leader. Paraprofessionals working fifteen (15) hours a week or less may adjust the supervision schedule to a half-hour individual and one (1) clinical group per month. Paras shall not supervise other paraprofessionals unless the Para is a shift leader.

Bobby Benson Center Organizational Chart



October 21, 2019

Elizabeth Nowland, BA
Bobby Benson Center
56-660 Kamehameha Highway
Kahuku, HI 96731

Dear Ms. Nowland:

It is my pleasure to inform you that Bobby Benson Center has been issued CARF accreditation based on its recent survey. The Three-Year Accreditation applies to the following program(s)/service(s):

Residential Treatment: Integrated: AOD/MH (Children and Adolescents)

This accreditation will extend through November 30, 2022. This achievement is an indication of your organization's dedication and commitment to improving the quality of the lives of the persons served. Services, personnel, and documentation clearly indicate an established pattern of conformance to standards.

The accreditation report is intended to support a continuation of the quality improvement of your organization's program(s)/service(s). It contains comments on your organization's strengths as well as any consultation and recommendations. A Quality Improvement Plan (QIP) demonstrating your organization's efforts to implement the survey recommendation(s) must be submitted within the next 90 days to retain accreditation. The QIP form is posted on Customer Connect (customerconnect.carf.org), CARF's secure, dedicated website for accredited organizations and organizations seeking accreditation. Please log on to Customer Connect and follow the guidelines contained in the QIP form.

Your organization should take pride in achieving this high level of accreditation. CARF will recognize this accomplishment in its listing of organizations with accreditation and encourages your organization to make its accreditation known throughout the community. Communication of the accreditation to your referral and funding sources, the media, and local and federal government officials can promote and distinguish your organization. Enclosed are some materials that will help you publicize this achievement.

Your organization's complimentary accreditation certificate will be sent separately. You may use the enclosed form to order additional certificates.

If you have any questions regarding your organization's accreditation or the QIP, you are encouraged to seek support from Vidal Ramirez by email at vramirez@carf.org or telephone at (888) 281-6531, extension 7131.

CARF encourages your organization to continue fully and productively using the CARF standards as part of its ongoing commitment to accreditation. CARF commends your organization's commitment and consistent efforts to improve the quality of its program(s)/service(s) and looks forward to working with your organization in its ongoing pursuit of excellence.

Sincerely,

A handwritten signature in black ink that reads "Brian J. Boon, Ph.D." in a cursive script.

Brian J. Boon, Ph.D.
President/CEO

Enclosures

DAVID Y. IGE
GOVERNOR OF HAWAII



ELIZABETH A. CHAR, M.D.
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
ALCOHOL AND DRUG ABUSE DIVISION
KAKUHIHEWA BUILDING
601 Kamokila Boulevard, Room 360
Kapolei, Hawaii 96707
PH: (808) 692-7506
FAX: (808) 692-7521

In reply, please refer to:
File: DOH/ADAD

June 2, 2021

Sione Naeata
CEO
Bobby Benson Center
56-660 Kamehameha Hwy
Kahuku, Hawaii 96731

Dear Mr. Naeata:


The Alcohol and Drug Abuse Division (ADAD) conducted an accreditation site visit for Bobby Benson Center at 56-660 Kamehameha Hwy Kahuku, Hawaii 96731 on April 27, 2021. Bobby Benson Center has received a total score of 100% and has been awarded FULL ACCREDITATION for the period of May 1, 2021 through April 30, 2022. Enclosed is the Certificate of Accreditation. The State Office of Health Care Assurance (OHCA), State Department of Human Services/Benefit, Employment & Support Services Division/SNAP (formerly known as Food Stamp Program), and the United States Department of Agriculture (USDA)/Food and Nutrition Service will be informed of the program's accreditation status.

ADAD's accreditation review is based on Hawaii Revised Statutes (HRS) §321-192 (Substance abuse program), HRS §321-193 (duties and responsibilities of Health Department), HRS §321-198 (state funding of substance abuse agencies) and Hawaii Administrative Rules (HAR), Title 11, Department of Health, Chapter 98 (Special Treatment Facility). Bobby Benson Center achieved full compliance for all standards and is to be commended for this achievement.

Please submit the annual application for accreditation renewal with all supporting documents to ADAD by February 1, 2022. Do not include any protected health information. Documents containing protected health information will be reviewed on-site, at the time of the site visit.

We thank you and your staff for the courtesies extended to ADAD staff. Please contact Angela Bolan, at (808) 692-7518 or via e-mail at angela.bolan@doh.hawaii.gov if you have any questions.

Sincerely,



Angela Bolan, MAET, CSAC, ICADC
Quality Assurance and Improvement Office

Enclosure

Certificate of Accreditation

The Hawaii State Department of Health, Alcohol & Drug Abuse Division

hereby acknowledges attainment of FULL accreditation to:



BOBBY BENSON CENTER

56-660 Kamehameha Highway

Kahuku, Hawaii 96731

This accreditation for 30 beds is valid for 12 months beginning May 1, 2021 through April 30, 2022 unless revoked for just cause.

This accreditation is awarded in accordance with State of Hawaii statutes and administrative rules.

Angela Bolan, MAET, CSAC, ICADC
QAIO, Alcohol & Drug Abuse Division

June 2, 2021

Date Issued



STATE OF HAWAII
DEPARTMENT OF HEALTH
LICENSE

BOBBY BENSON CENTER is hereby granted a license to operate a
SPECIAL TREATMENT FACILITY

at 56-660 KAMEHAMEHA HIGHWAY, KAHUKU, HAWAII

with a capacity of 26 beds. This license is valid for ONE YEAR

ending OCTOBER 31, 2021 unless revoked for just cause.

This license is granted in accordance with provisions of the state public health laws and regulations.

Effective Date: NOVEMBER 1, 2020

Director of Health

Date Issued: OCTOBER 14, 2020

By


Office of Health Care Assurance

OHCA#53-STF

Establish Date: 7/1/96

- > Post in a conspicuous place.
- > License is not transferable.
- > License shall be surrendered upon a suspension or revocation

COTTAGE #1 - 8 BEDS; COTTAGE #2 - 6 BEDS
COTTAGE #3 - 8 BEDS; COTTAGE #4 - 8 BEDS
MEMORANDUM OF AGREEMENT ADAD AND CAMHD