

**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:

Hawaii Youth Services Network

Amount of State Funds Requested: \$ 57,988

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

Plan and conduct the annual Hawaii Children and Youth Summit. Youth will convene to discuss what is needed to make Hawaii a better place to live learn and work. They will develop recommendations for legislative action, and participate in the development of the Keiki Caucus agenda. They will be trained, supported, and encouraged to advocate for issues they care about in ways that may range from community service projects to legislative advocacy.

Amount of Other Funds Available:

State: \$ \_\_\_\_\_

Federal: \$ \_\_\_\_\_

County: \$ \_\_\_\_\_

Private/Other: \$ 51,598

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

\$ 420,000

Unrestricted Assets:

\$ 494,920

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:

677 Ala Moana Blvd., Suite 904

City: Honolulu State: HI Zip: 96744

Honolulu HI 96744

Contact Person for Matters Involving this Application

Name:  
Judith F. Clark

Title:  
Executive Director

Email:  
jclark@hysn.org

Phone:  
Office: 808-489-9549 X1. Cell: 808-499-9966

Federal Tax ID#:  
[REDACTED]

State Tax ID#:  
[REDACTED]



Judith F. Clark, Executive Director

1/20/2022

# 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 (If the Applicant is an Organization)**

Certificate of Good Standing dated December 16, 2021 is attached following this page.

### **2. Declaration Statement**

Declaration statement affirming compliance with Section 42F-103 Hawaii Revised Statutes is attached following the Certificate of Good Standing.

### **3. Public Purpose**

If funded, Hawaii Youth Services Network will use the grant for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes.



## 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

**HAWAII YOUTH SERVICES NETWORK**

was incorporated under the laws of Hawaii on 01/09/1981 ; 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 16, 2021

Director of Commerce and Consumer Affairs



**DECLARATION STATEMENT OF  
APPLICANTS FOR GRANTS PURSUANT TO  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) 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 is awarded;
  - b) Complies 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;
  - c) Agrees not to use state funds for entertainment or lobbying activities; and
  - d) Allows the state agency to which funds for the grant 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.
  
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is incorporated under the laws of the State; and
  - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
  
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawai'i Revised Statutes:
  - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
  - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawai'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant 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 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.

Hawaii Youth Services Network

(Typed Name of Individual or Organization)



1/15/2022

Judith F. Clark, Executive Director

## **II. Background and Summary**

### **Applicant's background**

Since 1980, Hawaii Youth Services Network (HYSN) has promoted the well-being of youth and strengthening of families and communities by providing leadership, encouraging collaboration, and creating partnerships in Hawaii and other Pacific Islands. HYSN conducts organizational capacity building through training and technical assistance. It creates and sustains partnerships and collaborations that address youth issues such as homelessness and teen pregnancy/STI prevention. HYSN adapts evidence-based programs to increase cultural relevance for Pacific Island communities and creates culturally relevant videos with extensive youth involvement. HYSN; conducts needs assessment, planning, evaluation, and advocacy to ensure that youth can grow up safe, healthy, and ready to succeed..

HYSN's current programs include:

Hawaii Children and Youth Summit –Brings youth together to develop recommendations on what the Hawaii Legislature needs to do to make Hawaii a better place to live, learn, and work. Gives youth a voice in setting legislative priorities and experience in civic engagement.

Runaway and Homeless Youth Collaborative – Provides street outreach, shelter, and transitional living services. 5 partners serve youth; HYSN provides coordination, grant management, training and evaluation.

Teen Pregnancy Prevention– Builds capacity to select, implement and evaluate evidence-based approaches to teen pregnancy prevention in Hawaii and the Northern Mariana Islands.

Hawaii Interagency State Youth Network of Care (HI-SYNC) – A multi-agency forum focused on improving outcomes for children, youth and families through data review for system improvement; establishing policies to address barriers, collaboration, coordination, integration of services/ resources.

COVID-19 Needs Assessment, Planning, and Advocacy – has responded to the COVID-19 crisis using a cross-sector, collaborative, and evidence-informed approach. Efforts include needs assessment, planning, resource sharing, safety net advocacy, and professional development training for youth workers and educators.

### **Goals and objectives**

This application supports the 29<sup>th</sup> Annual Hawaii Children and Youth Summit to be conducted in October 2022.

Goal: To engage diverse groups of children and youth and youth advocates in identifying community needs and proposing solutions for legislative action.

Objectives:

1. By the end of the 2022 Children and Youth Summit:

- Children and Youth Summit participants will identify and discuss key issues and needs that can be addressed through legislative action or public policy change as documented in reports from breakout groups and results of voting on priorities as documented in a live polling system.
- Summit participants will agree upon 10 recommendations for legislative action.
- At least 100 youth/young adults (up to age 24) will participate as documented by registration lists, Remo conference platform records, and sign-in sheets.
- Following the Summit, at least 500 youth/young adults will participate in online voting to rank recommendations in priority order.
- At least 15 youth will be integrally involved in planning and conducting the summit as planning committee members, emcees, opening panel speakers, breakout group facilitators/recorders, tech support crew, and/or other roles as noted in planning committee minutes and Summit program.
- The planning committee for the Children and Youth Summit will include representation from at least 10 government and non-profit organizations as documented in meeting minutes and e-mail distribution lists.

2. By end of November 2022, in a survey completed by Summit participants:

- 75% will report that they were able to share their views about the issues and needs they care about.
- 75% will state that they learned from other participants about important issues that the legislature should address.
- 75% will report that they believe that their participation in the Summit made them feel more involved with Hawaii's legislative process.
- 75% will report that they believe that legislators and policy makers will use the Summit priorities to create laws, policies, and/or programs.

*This was my first experience in attending a meeting with other youths where our voices matter. . . . I want to make a difference and attending the Summit gave me the courage to step out and share everything I've learned with my fellow students. I know I will never stop speaking up for what is right."*  
--Alisha Estoy, Junior at  
Konawaena High School

- 25% will state that they intend to follow-up by talking to legislators or participating in advocacy about a bill or resolution in some other way.
  - 75% will state that youth and adults were able to work together collaboratively during the Summit.
3. By end of January 2023, the Keiki Caucus of the Hawaii Legislature will utilize the priorities determined at the Summit in developing bills and/or resolutions for its legislative package in the next legislative session as documented by bills and/or resolutions introduced in the 2023 legislative session. At least 2 bills or resolutions that address 2022 Summit recommendations will be introduced during the 2023 state legislative session
  4. All Summit participants will receive ongoing training, support, and encouragement to work on their issues for 8 months following the Summit including but not limited to:
    - E-mail messages with updates on Keiki Caucus actions, and status of bills/resolutions related to Summit priorities.
    - Sharing media coverage of the Summit and news related to the Summit recommendations via social media.
    - An end-of-legislative-session meeting (virtual and/or in-person), to share legislative outcomes, encourage participation in future summits, and recruit youth to serve in leadership roles for the next Summit.
    - E-mail messages about advocacy training; volunteer opportunities, internships, and news about youth advocacy groups.

### **Public purpose and need to be served**

The Children and Youth Summit is an annual event that brings together youth for a day at the Capitol (virtual in 2020 and 2021). Participants discuss key issues that they believe the Hawaii State Legislature needs to address to make Hawaii a better place to live, learn, and work.

Through 2014, the Keiki Caucus took the lead in organizing the event with Senator Suzanne Chun Oakland as the chair. For the past 7 years, the event has been housed within Hawaii Youth Services Network.

The Children and Youth Summit benefits youth, policymakers, and communities.

**Benefits of engaging children and youth in civic affairs** – Youth engagement is the result when young people are involved in responsible, challenging actions to create positive social change.

- This means involving youth in planning and in making decisions that affect themselves and others. At Hawaii's Children and Youth Summit, youth have the opportunity to engage in thoughtful dialogue about important issues; discuss and



come to consensus on viable solutions and legislative action; and see the results of their efforts through legislative bills and resolutions that result in new laws, policies, and programs.

- Youth engagement happens in youth/adult partnerships that are structured so that both groups contribute, teach, and learn from each other. The youth speakers/videos and the Town Hall Meeting with elected officials enable youth to discuss and explore issues about which they are passionate. Breakout groups report their issues in an atmosphere of mutual respect.

*I have always been passionate about the environment . . . but I never thought I could make a difference now. . . . Thank you for providing that chance to speak out and give me someone to listen. . . . This has been one of the few times that I felt like people listened to me.*  
 --Makena Anderson

Through youth engagement, communities can do a better job of creating the services, opportunities, and supports that young people need to develop in healthy ways.

“Youth civic engagement leads to reduced risky behavior, increased success in school and leads to greater civic participation later in life. . . . Civic engagement provides young people with opportunities to gain work experience, acquire new skills, and to learn responsibility and accountability—all while contributing to the good of their communities.”<sup>1</sup>

State Rep. John Mizuno, Vice Speaker: “The data that you provide about youth needs and issues helps . . . to craft solid policy and assists us in the legislative priorities. . .”

Introducing youth to civic involvement at an early age is important because Hawaii voter turnout has declined in recent years. In the past 5 presidential elections, Hawaii had the lowest voter turnout of all the states.<sup>2</sup> Voter participation is at the core of active citizenship and a healthy democracy.

*“The perspective of younger people is unique. In my opinion, it is very real, it is very raw. You are seeing the struggle that goes on in life . . . I doubly appreciate what you bring to the table. . . .We welcome your best ideas. . . . You have to educate us.”*  
 --Lieutenant Governor Josh Green, Welcome speech at the 26<sup>th</sup> annual Children and Youth Summit, October 10, 2019

**Policy Makers Need to Hear from Youth** - Institutionalizing youth voice in the policymaking process both engages young people and helps policymakers make wiser investments and policy decisions responsive to youth needs. By involving youth in planning efforts, state policymakers encourage youth participation and enable youth to identify ways in which policies and programs can better serve their needs. Youth engagement offers community leaders the expertise and partnership of

<sup>1</sup> Center for the Study of Social Policy. Results-based Public Policy Strategies for Promoting Youth Civic Engagement. <https://www.cssp.org/policy/papers/Promoting-Youth-Civic-Engagement.pdf>

<sup>2</sup> Nakaso, Dan. “Hawaii Ranks Dead Last in Voter Turnout in 2016 Election.” Honolulu Star-Advertiser (March 16, 2017).

young people, helping adults fully understand what it is like to grow up in a rapidly changing world. From a political point of view, youth engagement is important because young people deserve the right to represent their own interests. Hawaii's Children and Youth Summit is a meaningful way to solicit youth views on upcoming policy and planning decisions.

### **Target population to be served**

Youth and young adults through age 24 living anywhere in the State of Hawaii. Participation by young people from ethnic and cultural minorities and persons with disabilities will be strongly encouraged. Youth/young adults who are attending college out-of-state will be able to participate virtually.

### **Geographic coverage.**

Entire State of Hawaii.

## **III. Service Summary and Outcomes**

### **Scope of work, tasks and responsibilities**

**Virtual, Hybrid, or In-Person Summit?** – Uncertainties related to the COVID pandemic make it difficult to determine what will be feasible for the 2022 Summit. Our preference is to hold a hybrid summit that will include some face-to-face activities at the State Capitol Building as well as participation via videoconferencing. We believe that a hybrid summit will allow us to incorporate positive features of both in-person and virtual events. If conditions do not allow in-person events, we will conduct a virtual summit.

### **Collaboration and Partnerships**

Thirteen (13) organizations participated in planning and conducting the 2021 Children and Youth Summit. Most have committed to participate again in 2022. Their roles are detailed in the staffing section of this application. 2021 Participating organizations included:

- Bottles4College
- Developmental Disabilities Council
- Get Ready Hawaii
- Hawaii Afterschool Alliance
- Hawaii Dept. of Education
- Hawaii Interpreter Services
- Hawaii KidsCAN
- Hawaii State Youth Commission
- Hawaii Youth Services Network

- Keiki Caucus, Hawaii State Legislature
- Office of the Lieutenant Governor
- The Caption Lady
- Women in Filmmaking

Additional youth-serving organizations will be welcomed to participate in planning.

## **Event Design**

Target Audience: 100 youth/young adults up to age 24 if Summit is fully virtual. Up to 150 for a hybrid Summit. The Summit will support participation by youth from ethnic and cultural minorities and persons with disabilities.

Dates/Times: 2-3 days during the public school fall break week of October 3 - 7 2022.

Location: If feasible, the Summit will combine an in-person gathering at the State Capitol combined with virtual participation for Neighbor Islanders and some Oahu participants. Up to 50 youth and 10 Planning Committee members will be in the face-to-face meeting. The official capacity of the auditorium is 175 so this number will allow for adequate social distancing. Final decisions about venue may be made up to 60 days prior to the event.

Diversity, Inclusion and Equity: Summit planners will actively work to ensure that youth and youth adults with disabilities, diverse ethnic and cultural minorities, and young people who have survived trauma (such as homelessness or domestic violence) are welcomed and included as participants and in leadership roles.

To ensure access for persons with disabilities, Summit planners will provide special accommodations upon request. The State Capitol Building meets Americans with Disability Act Standards. All video materials used at the Summit will include captions for persons with hearing disabilities (Captioning to be provided by The Caption Lady LLC). Sign language interpreters and live captioning will be provided during the event by Hawaii Interpreter Services. The Hawaii State Council on Developmental Disabilities will arrange and pay for captioning and interpreter services as an in-kind contribution.

Providing opportunities for virtual participation as well as offering a limited number of travel scholarships for neighbor island youth to attend the live event at the Capitol Building will allow geographic parity. The virtual Summit of the past two years has allowed for increased participation from the Neighbor Islands.

Planning Process: the Executive Directors of Get Ready Hawaii and Hawaii Youth Services Network will chair the Planning Committee. We will recruit youth/young adults to serve on the committee in addition to government and non-profit youth-serving organizations.. Meetings will be held via Zoom or in-person depending upon public health conditions.. The Planning Committee will meet at least monthly starting in March

2022 with subcommittees (including, but not limited to Technology, Youth Participation, Legislative Liaison, Disability Access) meeting as needed.

Youth Participant Recruitment: All members of the planning team will promote participation in the event to the young people that they serve. Notices will be sent to Student Activities Coordinators at public schools. HYSN maintains an e-mail list with more than 2,200 youth workers and educators statewide who will be asked to promote the event with youth. The event will be publicized through social media such as Instagram and Facebook. It will appear in the Children and Youth Month Calendar of Events.

Registration: Participants will register electronically via Eventbrite. The HYSN Program Specialist will monitor registration to ensure that persons who exceed the age limit of 24 do not register.

Speakers/Videos: The Children and Youth Summit has traditionally featured an opening panel of youth who speak about issues that are important to them. In 2020 and 2021, youth and youth groups submitted videos that were placed on the Hawaii Children and Youth Summit website and viewed/discussed at the video watch party. We plan to continue this practice in 2022 combined with live speakers at the Capitol if feasible.

To select the topics to be featured, Planning Committee members seek input from the youth they serve and from youth participating in the planning committee. We will conduct an online survey of past youth participants. And we look at topics and issues are widely discussed in broadcast and social media.

Planning Committee members then begin targeted recruitment of speakers/video makers on the “hot topics,” using a wide array of methods to identify and recruit youth.

Some of the videos are simply speeches recorded on cell phone cameras. Others have been produced through Women In Filmmaking’s Reel Camps or other video production programs. Editing supports for youth will be provided by Hawaii Women in Filmmaking and Get Ready Hawaii.

Registrants will be asked to watch the videos prior to the Summit. We will organize a video watch party in which the video producers respond to questions after their video is shown. Door prizes will be awarded as incentives for participation.

Virtual Meeting Technology: Virtual participation will be supported by the Remo meeting platform. Remo enables participants to discuss issues while seated at a virtual table. Tables will be organized by breakout group topic (environment, education, etc.). Participants freely choose their table and may move to another table at their discretion. The tech support team will include both youth and adults.

Town Hall Meeting: The opening session of the Summit will feature a Town Hall Meeting with elected officials and youth. Youth will serve as moderators. Summit participants will be invited to submit questions in advance; live questions will be allowed.

Breakout Groups: Following the Town Hall Meeting, participants will go into breakout groups on five topics: Protecting the Environment; Healthy Mind, Healthy Body; Education; Equality, Diversity, and Safety; and Homelessness and Housing. In a hybrid summit, 5 breakouts will take place in State Capitol Building conference rooms and 5 in virtual rooms online. Participation in the youth break out groups is strictly limited to youth.

If a hybrid summit is conducted, we will include a breakout training session for adults at the Capitol on how to support youth in doing advocacy work.

Youth will serve as the breakout group facilitators. The Planning Committee will provide orientation and training to the facilitators. Each breakout session will have an adult monitor whose role is limited to managing any inappropriate participant behavior and dealing with technical glitches.

On Day 1, the breakout groups will explore and discuss any issues that participants choose. On Day 2, each group will agree upon recommendations/priorities for legislative action. The schedule may be modified if an in-person meeting at the State Capitol Building is possible.

In the final session, each breakout group will present its recommendations/priorities. They will learn about the process for voting to rank the recommendations, hear about options for continued participation in the legislative process, and be encouraged to continue to advocate for their issues.

Voting: Following the Summit, youth and young adults will have the opportunity to vote online to rank recommendations in priority. The voting app was created by a college student for the 2020 Summit.

Sharing Ranked Recommendations: The Summit Co-chairs will be responsible for sharing the ranked Summit recommendations with all State Legislators and member of Hawaii's U.S. Congressional Delegation in early November. The recommendations will also inform the Hawaii Children's Action Network's policy agenda and will be shared with the Hawaii Interagency State Youth Network of Care.

Encouraging Continued Youth Participation Following Summit: The HYSN Youth Development Specialist will maintain ongoing contact with Summit participants through the end of the 2023 Legislative Session. We will work with other youth advocacy groups to conduct and promote training for youth advocates. Youth will receive information about the incorporation of Summit priorities into bills and resolutions. They will be invited to attend and speak at the Keiki Caucus press conference. Through the legislative session, they will receive updates on hearings and progress of bills.

We will encourage their continued involvement in their issues through legislative advocacy, increasing community and policy maker awareness, and via volunteer service. Youth who participate in the 2022 Summit will be invited to join in planning for 2023.

Follow-up will include:

- E-mail messages with updates on Keiki Caucus actions, and status of bills/resolutions related to Summit priorities.
- Sharing media coverage of the Summit and news related to the Summit recommendations via social media.
- An end-of-legislative-session meeting (virtual and/or in-person), to share legislative outcomes, encourage participation in future summits, and recruit youth to serve in leadership roles for the next Summit.
- E-mail messages about advocacy training; volunteer opportunities, internships, and news about youth advocacy groups.

**Timeline for accomplishing the results or outcomes of the service**

Task	Time Period/Due Date
Planning Committee formed/ meetings	First meeting - March 2022. Meetings at least monthly through October 2022)
Identify “hot topics” to feature in speakers/videos. Conduct survey of youth.	Complete by June 30, 2022
Obtain Remo license	By June 30, 2022
Deadline for decision about hybrid or fully virtual Summit	By July 15, 2022
Summit promotional materials completed	By July 31, 2022
Summit online registration system ready	By July 31, 2022
Tech support contract executed	By July 31, 2022
Begin marketing/promotion of Summit. Registration begins	By August 15, 2022
Recruitment of youth MC, Town Hall moderators,	By August 31, 2022
Confirm elected officials who will participate in Town Hall	By August 31, 2022
Summit program finalized	By August 31, 2022
Videos completed, captioned, loaded on website.	By Sept. 15, 2022
Registration deadline	Sept. 21, 2022
Provide video links and instructions to participants	October 1, 2022
Conduct training session for speakers/moderators/breakout facilitators.	By October 4 , 2022
Conduct technical run through.	By October 4, 2022
Children and Youth Summit	Week of October 3 – 7,

	2022
Conduct voting to rank recommendations	October 7 – 31, 2022
Compile evaluation survey results and share with Planning Committee.	By October 31, 2022
Share ranked Summit recommendations with legislators and others.	By November 15, 2022
Send follow-up e-mails to participants about training opportunities, bills introduced, bill status.	Start November 2022 – Through end of legislative session May 2023.
Facilitate youth response to questions from elected officials about intent and details of Summit recommendations for inclusion in legislation.	November – December 2022.
Conduct Summit debriefing/quality improvement meeting with Planning Committee members.	By December 15, 2022
Participate in planning for Keiki Caucus press conference; recruit youth speakers.	January 2023
Encourage youth participation in legislative advocacy via e-mail listserv. Provide information about ways to advocate for issues, bill drafts, hearing notices, bill status updates, legislative calendar, and more.	Weekly from November 2022 through end of legislative session
Provide report to Summit participants about legislative outcomes.	May 2023
Provide final report on Grant-in-Aid.	June 2023

### **Quality assurance and evaluation plans**

The quality assurance and evaluation plan for the Children and Youth Summit involves summit participants, planning committee members, and members of the Keiki Caucus.

At each Planning Committee meeting, progress toward meeting objectives and targets is reviewed. Specific members are assigned responsibility for managing activities and processes and report on progress at each meeting. For example, in the 2021 Summit, Hawaii KidsCAN took responsibility for recruiting and training moderators and breakout facilitators; Get Ready Hawaii managed the tech crew and web site; and Hawaii Youth Services Network managed dissemination of the Summit recommendations and served as the liaison with the Keiki Caucus.

When something is not working as expected, the group identifies methods for resolving the issue and reviews effectiveness at each subsequent meeting. Subgroups may meet in the interim to find resources, adapt procedures, or deal with unexpected issues.

Planning meetings will be conducted monthly from March through July and every two weeks from August through end of Summit.

Within 60 days after each annual Children and Youth Summit, the Planning Committee convenes a debriefing/quality improvement session. Breakout group facilitators/recorders, moderators, speakers, and youth video producers are invited to participate. During the meeting we discuss what worked well and issues/challenges encountered. We brainstorm ideas for the next Summit. Areas addressed during the meeting include, but are not limited to:

- Planning committee membership – level of youth participation and ideas for increasing it; shared leadership; reliability, etc.
- Youth speakers/videos – issues addressed, support provided to youth, diversity.
- Moderators, facilitators and recorders – Recruitment, training, support during event.
- Registration/marketing.
- Technical issues – Conference platform
- Youth participation in online voting -ways to increase participation.
- Web site design, updates.
- Schedule, activities – Video watch party, town hall meeting, breakout groups.
- Legislative involvement and follow-through.
- Encouraging/supporting youth involvement in advocacy.
- Funding needs and opportunities.

For the past 3 years, the quality assurance/improvement process has included a survey of youth participants.

The objectives for the Summit include clearly defined deliverables and methods for determining if objectives have been met. These outcomes/deliverables with their target numbers and means for measuring them are shown in the table in the Measures of Effectiveness section below.

**Measures of Effectiveness**

<b>Outcomes/Deliverables</b>	<b>Target</b>	<b>How Measured</b>
Youth will identify and discuss key issues and needs that can be addressed through legislative action.		
Agree upon recommendations for legislative action.	10	Youth reports from breakout groups at end of Summit.
Number of youth participating.	100	Registration sign-in, Remo virtual records. Email lists.
Number of youth voting to set priorities.	500	Voting app records.
Youth will participate in planning and conducting the Summit	15	Meeting minutes, Summit video records.
Diverse representation in Summit Planning	10 organizations	Meeting minutes. Zoom meeting records. Email lists.



Participants will report:		
They were able to share their views about the issues and needs they care about.	75% agree	Follow-up Survey of Summit participants.
They learned from other participants about important issues that the legislature should address.	75% agree	
They believe that their participation in the Summit made them feel more involved with Hawaii's legislative process.	75% agree	
They believe that legislators and policy makers will use the Summit priorities to create laws, policies, and/or programs.	75% agree	
They believe that legislators and policy makers will use the Summit priorities to create laws, policies, and/or programs.	75% agree	
They intend to follow-up by talking to legislators or participating in advocacy about a bill or resolution in some other way.	25% agree	
Youth and adults were able to work together collaboratively during the Summit.	75% agree	
The Keiki Caucus of the Hawaii Legislature will utilize the priorities determined at the Summit in developing bills and/or resolutions for its legislative package in the next legislative session	2 bills or resolutions introduced based on priorities.	Bill list on <a href="http://www.capitol.hawaii.org">www.capitol.hawaii.org</a>
Youth will be trained, supported, and encouraged to continue to support and advocate for their issues.	Bi-monthly emails. At least 10 Instagram posts. 4 legislative status updates. 1 end-of-legislative-session	Email and Instagram log. Legislative status reports and records of transmission. Announcements, registration lists, attendance lists for briefing.

	briefing.	
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The data collected above is reviewed as part of the continuous quality improvement process.

#### **IV. Financial**

##### **1. Budget**

Budget forms follow this page.



# Hawaii Children and Youth Summit 2022

## Technical Services Budget

Personnel Expenses	Hours	Rate Per Hour	Total (Virtual Only)	Total (Hybrid Event)
Website & Social Media Producer	40	\$80.00	\$3,200.00	\$3,200.00
Video, Livestream, & Technical Producer	40	\$80.00	\$3,200.00	\$3,200.00
Website Developer	20	\$80.00	\$1,600.00	\$1,600.00
Voting App Developer	20	\$80.00	\$1,600.00	\$1,600.00
Video Editor	20	\$50.00	\$1,000.00	\$1,000.00
Watch Party Host/Tech Support	5	\$50.00	\$250.00	\$250.00
Graphic Designer	10	\$50.00	\$500.00	\$500.00
Video Camera Operator	8	\$50.00		\$400.00
Production Assistant(s)	24	\$50.00		\$1,200.00
<b>Total for Personnel Expenses</b>			\$11,350.00	\$12,950.00
<b>Youth Facilitator Stipends</b>				
Flat rate stipend to 15 virtual facilitators	(Qty 15)	\$200.00	\$3,000.00	
Flat rate stipend to 15 virtual and 10 in-person facilitators	(Qty 25)	\$200.00		\$5,000.00
<b>Total for Facilitator Stipends</b>			\$3,000.00	\$5,000.00
<b>Software and Service Subscriptions</b>				
Remo Virtual Conferencing Platform			\$8,200.00	\$8,200.00
Miro Virtual Dry Erase Boards			\$192.00	\$192.00
<b>Total for Software and Service Subscriptions</b>			\$8,392.00	\$8,392.00
<b>Equipment Rental</b>				
Audio-Visual Equipment Rental				\$1,600.00

<b>Total for Equipment Rental</b>		\$1,600.00
<b>Travel Expenses for Tech Crew</b>		
Air Travel for 3		\$480.00
Rental Car		\$600.00
Hotel		\$1,100.00
<b>Total for Travel Expenses</b>		\$2,180.00
<b>Administrative Fee</b>		
10% Admin Fee for Virtual Event	\$2,275.00	
10% Admin Fee for Hybrid Event		\$3,012.00
<b>Total for Administrative Fee</b>	\$2,275.00	\$3,012.00
<b>TOTAL TECHNICAL BUDGET FOR FULLY VIRTUAL EVENT:</b>	\$25,017.00	
<b>TOTAL TECHNICAL BUDGET FOR HYBRID EVENT:</b>		\$33,134.00

Applicant: Hawaii Youth Services Network

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
Program Specialist	1	\$33,100.00	50.00%	\$ 16,550.00
				\$ -
				\$ -
				\$ -
				\$ -
<b>TOTAL:</b>				16,550.00
<b>JUSTIFICATION/COMMENTS:</b>				

### BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Youth Services Network

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

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

## BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2022 to June 30, 2023

Applicant: Hawaii Youth Services Network

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	n/a					
LAND ACQUISITION	n/a					
DESIGN	n/a					
CONSTRUCTION	n/a					
EQUIPMENT	n/a					
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						



**GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID**

Applicant:

\_\_\_\_\_

Hawaii Youth Services Network

Contracts

Total: 716,278

	<b>CONTRACT DESCRIPTION</b>	<b>EFFECTIVE DATES</b>	<b>AGENCY</b>	<b>GOVERNMENT ENTITY (U.S./State/Hawaii/Honolulu/Kauai/Maui County)</b>	<b>CONTRACT VALUE</b>
1	Hawaii Interagency State Youth Network of Care Facilitation	3/1/2016 - 2/28/2022	Dept. of Health	State	\$147,500/year
2	Basic Center Program	9/30/2021 - 9/29/2024	Admin. For Children & Families	Federal	\$200,000/year
3	Street Outreach Program	9/30/2020 - 9/29/2023	Admin. For Children & Families	Federal	\$150,000/year
4	Sexual Health Avoidance Education Program	10/1/2021 - 9/30/2022	Public School System, CNMI	State	\$ 110,174
5	Personal Responsibility Education Program	10/1/2021 -	Public School	State	\$ 92,000

		9/30/2022	System, CNMI		
6	AmeriCorps Evaluation	9/9/2020 - 9/8/2023	Public School System, CNMI	State	\$ 40,000
7	Community Resource Coordinator, Child Abuse Prevention	2/4/2021 - 9/30/2021	Dept. of Health	State	\$ 49,499
8	TOP Evaluation Surveys	10/1/2020 - 9/30/2021	Dept. of Health	State	\$ 4,605
9	Legislative GIA - Street Outreach	7/1/2017 - 5/31/2019	Office of Youth Services	State	\$ 220,000
10	Legislative GIA - Street Outreach	7/1/2019 - 5/31/2020	Office of Youth Services	State	\$ 200,000

**Anticipated quarterly funding requests for the fiscal year 2023.**

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
22,156	22,156	5,588	5,588	55,488

**Other sources of funding that HYSN is seeking for fiscal year 2023.**

League of Women Voters Education Fund  
 Hawaii Community Foundation CHANGE grant

**State and federal tax credits granted within the prior three years.**

None.

**Federal, state, and county government contracts, grants, and grants in aid in past 3 years.**

<b>Grant or Contract Name</b>	<b>Funding Period</b>	<b>Funding Source</b>	<b>Use in Relation to Hawaii Children and Youth Summit</b>
<b>Funding in place to support the Hawaii Children and Youth Summit</b>			
Basic Center Program	9/30/2021 – 9/29/2024	Federal, Admin. For Children & Families	Personnel costs for Executive Director, Accountant, and Administrative Manager. Administrative overhead.
CHANGE grant	8/1/2021 – 7/31/2022	Hawaii Community Foundation	Program Specialist salary & fringe through 7/22.
<b>Other Current Federal, State, and County government contracts, grants, and grants-in-aid – not used for the Hawaii Children and Youth Summit</b>			
<b>Grant or Contract Name</b>	<b>Funding Period</b>	<b>Funding Source</b>	<b>Purpose</b>
Hawaii Interagency State Youth Network of Care	3/1/2016 – 2/28/2022. New contract expected starting 3/1/2022.	Hawaii Department of Health	Facilitate interagency efforts to ensure a coordinated, collaborative

			system of care for children, youth, and families with complex care needs.
Street Outreach Program	9/30/2020 – 9/29/2023	Federal. Admin. for Children and Families	Provide outreach to runaway and homeless youth. Statewide, multi-agency partnership.
Personal Responsibility Education Program	10/1/2016 – 9/30/2023 (sole source contract renewed annually)	Public School System, Commonwealth of the Northern Mariana Islands	Teen pregnancy and STI prevention education
Sexual Risk Avoidance Education Program	9/30/2020 – 9/29/2023 (sole source contract renewed annually)	Public School System, Commonwealth of the Northern Mariana Islands	Teen pregnancy and STI prevention education
AmeriCorps Program Evaluation	9/1/2021 – 8/31/2022 (sole source contract renewed annually)	Public School System, Commonwealth of the Northern Mariana Islands	Evaluate effectiveness of the CNMI AmeriCorps program

**Balance of unrestricted current assets as of December 31, 2021.**

**Hawaii Youth Services Network**  
**Balance Sheet**  
As of December 31, 2021

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1010 Checking	305,423.89
1011 Checking - Restricted	0.00
1012 Checking-SBA PPP Loan funds	51,720.22
<b>Total 1010 Checking</b>	<b>\$ 357,144.11</b>
1100 FHB CD	29,150.89
1200 FHB Maximizer	11,982.02
1300 Petty Cash	0.00
Cash Short	0.00
<b>Total Bank Accounts</b>	<b>\$ 398,277.02</b>
<b>Accounts Receivable</b>	
11100 Allowance for Doubtful Accounts	0.00
11400 Grants Receivable	0.00
1201 Accounts Receivable	106,476.07
1202 FYSB Grant Receivable	0.00
1220 ESH Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$ 106,476.07</b>
<b>Other Current Assets</b>	
12800 Employee Advances	0.00
13000 Prepaid Expenses	16,198.95
13050 Prepaid Insurance	0.00
1400 Morgan Stanley Dean Witter	0.00

1401 Morgan Stanley Bank N.A.#	536.68
1410 MSDW - Alliance Cost	0.00
1411 Dean Witter Liquid Asset	20,796.55
1412 Morgan Stanley - Savings	0.00
1413 Morgan Stanley - 12 Mo CD	0.00
1414 Morgan Stanley - 6 Mo CD	0.00
1415 ETF's & CEF's - Equities	14,431.50
1416 Mutual Funds - Equities	21,807.87
1417 ETF's & CEF's - Fixed Income & Preferred Securities	10,170.00
1418 Mutual Funds - Fixed Income & Preferred Securities	41,307.40
1420 MSDW - Unrealized Gain/(Loss)	0.00
1421 Morgan Stanley 6 mo CD 06/25/20-12/28/20	0.00
1422 Morgan Stanley 12 mo CD 06/23/20-06/23/21	0.00
1423 Morgan Stanley - Mutual Funds	82,814.52
<b>Total 1400 Morgan Stanley Dean Witter</b>	<b>\$ 191,864.52</b>
1499 Undeposited Funds	0.00
Uncategorized Asset	0.00
<b>Total Other Current Assets</b>	<b>\$ 208,063.47</b>
<b>Total Current Assets</b>	<b>\$ 712,816.56</b>
<b>Fixed Assets</b>	
15000 Office Furniture & Equipment	45,029.70
15006 Software	1,700.99
CDC Program Ste 914	2,041.82
<b>Total 15000 Office Furniture &amp; Equipment</b>	<b>\$ 48,772.51</b>
15005 Office Improvements	0.00
16000 Anti-Bullying Video	40,291.31
16010 Bullying PSA	10,000.00
17100 Accum Depr - Furn and Equip	-42,140.52
17500 A/D - Intangibles	-18,165.54
<b>Total Fixed Assets</b>	<b>\$ 38,757.76</b>
<b>Other Assets</b>	
18360 Security Deposits	2,961.89

Total Other Assets	\$	2,961.89
<b>TOTAL ASSETS</b>	<b>\$</b>	<b>754,536.21</b>
<b>LIABILITIES AND EQUITY</b>		
<b>Liabilities</b>		
<b>Current Liabilities</b>		
<b>Accounts Payable</b>		
2000 Accounts Payable		81,384.22
<b>Total Accounts Payable</b>	<b>\$</b>	<b>81,384.22</b>
<b>Credit Cards</b>		
2200 FHB Credit Card		0.00
2201 MC 6834		0.00
<b>Total Credit Cards</b>	<b>\$</b>	<b>0.00</b>
<b>Other Current Liabilities</b>		
2100 Deferred Revenue		0.00
2300 Accrued Liabilities		0.00
2310 Payroll Taxes Payable		-0.01
2326 403(b) Payable-EE Contribution		6,090.00
2330 Accrued Vacation		21,986.97
2400 Funds Held For CYM		0.00
2455 Youth Matters Project July 2009		0.00
2460 Youth Empowerment Stories SB		0.00
2500 Loan Payable		0.00
Suspense		0.00
<b>Total Other Current Liabilities</b>	<b>\$</b>	<b>28,076.96</b>
<b>Total Current Liabilities</b>	<b>\$</b>	<b>109,461.18</b>
<b>Total Liabilities</b>	<b>\$</b>	<b>109,461.18</b>
<b>Equity</b>		
<b>3000 Unrestricted Net Assets</b>		<b>494,920.43</b>
3001 Temporarily Restricted Net Assets		1,801.00
3002 Prior Period Adjustment		0.00
3900 Retained Earnings		163,727.49
Net Income		-15,373.89

Total Equity	\$	645,075.03
<b>TOTAL LIABILITIES AND EQUITY</b>	\$	<b>754,536.21</b>



## **V. Experience and Capability**

### **1. Necessary Skills and Experience**

Hawaii Youth Services Network has the skills, abilities, knowledge and experience to plan and conduct the Hawaii Children and Youth Summit as proposed in this application.

#### **Relevant experience and qualifications include:**

- Twenty-one (21) years of experience in planning and conducting the annual Hawaii Children and Youth Summit.
- Seven (7) years of experience in serving as the lead organization and event chair for the Hawaii Children and Youth Summit.
- Forty (40) years of experience in managing multi-agency, state-wide, collaborative projects.
- Forty (40) years of experience in managing federal, state, county and foundation funds.
- HYSN has been named Hawaii's Outstanding Advocate for Children and Youth by the Hawaii State Legislature (2010 award to HYSN; 2005 award to its Executive Director, who will co-chair the Summit in 2023).
- HYSN has received 3 AIM for Excellence for Outstanding Nonprofit Management by the Harry and Jeanette Weinberg Foundation.

#### **Verifiable Experience with Related Projects or Contract (last 3 years):**

- **Hawaii Children and Youth Summit** – 2019, 2020, 2021. Funding sources: Na Lei Aloha Foundation, Hawaii League of Women Voters, Federal Administration for Children and Families, Hawaii Community Foundation.
- **Hawaii Interagency State Youth Network of Care (HI-SYNC)** – HYSN is the facilitator for HI-SYNC, a multi-agency forum focused on improving outcomes for children, youth and families through continuous review and analysis of data to identify areas for system improvement, the recommendation of policies to address system barriers, collaboration, coordination, integration of services and resources.
- **Runaway and Homeless Youth Collaborative** – Established in 1981, the Runaway and Homeless Youth Collaborative provides street outreach, shelter, and transitional living services to runaway and homeless youth ages 12 – 21. Five partners provide services statewide, while HYSN provides , incoordination, grant management, training, and evaluation. Accomplishments in 2019 include

two new federal grant awards – Homeless Youth Demonstration Project and Street Outreach Program.

- **Teen Pregnancy Prevention** - Since 2005, HYSN has worked to build the capacity of organizations to select, implement and evaluate evidence-based approaches to teen pregnancy prevention. HYSN has produced 5 culturally relevant videos that are widely used in Hawaii and the Pacific Islands.
- **Community Resource Coordinator, Child Abuse Prevention** – Contract with the Department of Health Maternal and Child Health Branch, HYSN worked with 9 organizations to purchase and distribute educational technology, hygiene supplies, and PPE to children and families at risk of child abuse and neglect. The project prioritized Pacific Islanders.

## 2. Facilities

If the State Capitol building has reopened to the public, the project will make use of the Capitol auditorium, conference rooms, and basement hallway. HYSN will work with the co-convenors of the Keiki Caucus to secure use of the facilities. We will request use of audio-visual equipment (e.g., sound system and projector) as well as chairs and tables. HYSN is familiar with the requirements and restrictions on the use of Capitol facilities and will abide by them.

If the Capitol is not available as a venue, the Summit will be held virtually using the Remo conference platform.

## VI. Personnel: Project Organization and Staffing

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

Most of the staffing for the Hawaii Children and Youth Summit will be provided as an in-kind contribution by members of the Planning Committee, with the exception of the .50 FTE Program Specialist employed by Hawaii Youth Services Network, payment to a tech consultant, and stipends to the youth involved in planning and leadership roles.

Project leadership will be shared between two co-chairs – Judith Clark, Executive Director of Hawaii Youth Services Network, and Jefferson Gourley, Executive Director of Get Ready Hawaii. One co-chair is Oahu-based and the other is on Hawaii Island. Ms. Clark has been a key member of the Summit planning team since 2001 and has chaired the event since 2014. She has experience managing 3 previously awarded Legislative Grants-in-Aid and many state contracts (With Dept. of Health and Office of Youth Services). Mr. Gourley has participated in Summit leadership for the past 5 years. Resumes for the Summit Co-chairs are included at the end of this section.

Kierra Thompson, HYSN Program Specialist is assigned at .50 FTE to assist the Chairs with Summit planning and execution. She will manage much of the coordination for the event, provide staffing support to the event and committee chairs, and conduct follow-up with the youth who attend. She has worked on the Children and Youth Summit for 3 years. She is also an appointed member of the Hawaii State Youth Commission. Her resume is included at the end of this section.

The project will have several subcommittees with Charis or Co-chairs already committed and experienced including:

**Tech Support** – Responsible for managing the virtual conference platform, updating and maintaining the Children and Youth Summit web site, and managing the online voting system. Co-Chairs: Jefferson Gourley (Executive Director, Get Ready Hawaii) and Aisha Heredia (Contractor).

Most of the Tech Crew will be college students who have worked on the Summit for the past two years. This includes Anna Gustafson (Website and App Designer), Graphic Designer (Kasey Kawaguchi), Watch Party Host and Tech Support (Aleta Hammerich) and Production Assistants (Andy Feifarek and Kevin Kolrich).

**Youth Engagement** - Responsible for recruiting, training, and supporting the youth and youth adults that will serve as moderators, speakers, video producers, breakout group facilitators/recorders, and event participants. Will organize the Video Watch Party. Co-chairs: David Miyashiro Executive Director., Hawaii KidsCAN) and Jennifer Masutani (Program Director, Hawaii Afterschool Alliance).

**Disability Access and Inclusion** - Responsible to ensuring that the event is inclusive for persons with disabilities. Reaches out to youth with disabilities to engage them in leadership roles and as Summit participants. (Chair: Zosimo Arista (Hawaii State Council on Developmental Disabilities).

**Legislative Liaison** – Responsible for communication with and engagement between Summit participants and elected officials. Recruits elected officials to participate in the Town Hall meeting and provide welcome speeches. Disseminates information about Summit recommendations/priorities to the Keiki Caucus members, other elected officials, and to advocacy groups. Encourages youth participation in legislative process. Chair: Judith Clark (Executive Director, Hawaii Youth Services Network).

Additional staffing support will be provided by the Hawaii Youth Services Network Administrative Manager and the Accountant as an in-kind contribution to the program. Regina Jacobs, Administrative Manager, and Ferdinand Mandac, Accountant, will ensure accurate accounting and allowable use of grant-in-aid funds. Ms. Jacobs has more than 15 years of experience in managing federal, state and county government grants and contracts. Mr. Mandac has 7 years of experience in meeting the accounting

requirements for government grants and contracts. Both have experience with 2 previous legislative grants-in-aid. Their competence is exemplified by this comment in the latest federal site monitoring report for HYSN's runaway and homeless youth program. *"Fiscal management is exemplary. The grantee has appropriate checks and balances in place. Policies and procedures are thoroughly documented, reviewed, and updated as needed."*

## **Supervision and Training**

Hawaii Youth Services Network staff – Supervision of the HYSN Program Specialist, Administrative Manager, and Accountant will be provided by Judith Clark, Executive Director. Because all staff have multiple years of experience in planning and conducting the Children and Youth Summit, no specific training will be needed. Levels of experience include: Administrative Manager – 11 years, Accountant – 7 years, Program Specialist – 3 years. HYSN provides ongoing opportunities for professional development for all staff.

Tech Crew – Supervision of the Summit Tech Crew will be provided by Jefferson Gourley, Executive Director of Get Ready Hawaii. Training will be provided on the use of the Remo conference platform and other relevant topics as needed. Within 2 weeks prior to the Summit, they will participate in a tech run through.

Moderators and Breakout Group Facilitators/Recorders – The Youth Development Chairs are responsible for recruitment, training, and supervision of the youth and youth adults who will serve as moderators, breakout group facilitators and recorders. Prior to the event, a virtual training session will be held. Training will focus on the purpose and expected outcomes of the Summit, the agenda, their roles and responsibilities, and use of the technology. Written guidance will also be shared. The Program Specialist will be available via e-mail and phone to respond to questions and concerns.

Speakers and Video Producers – A virtual training session will be conducted prior to the Summit and written guidance will be provided. The Program Specialist and Tech Chairs are available to provide customized training and technical assistance, including editing assistance for videos.

Sign Language Interpreters and Captioners – The sign language interpreters and captioners will be contracted through Hawaii Interpreter Services. Within 2 weeks prior to the Summit, they will participate in a tech run through.

## Resumes for Project Co-Chairs and Key Staff:

### JUDITH F. CLARK, M.P.H.

#### **WORK EXPERIENCE**

**Executive Director** 2000—present  
**Hawaii Youth Services Network (HYSN)**

Administers statewide coalition of youth-serving organizations and a Pacific Islands training and technical assistance center. Designs, implements and evaluates programs to build organizational capacity of youth agencies. Facilitates collaborative fund and program development efforts. Facilitates the Hawaii Interagency State Youth Network of Care. Develops culturally responsive videos/other education materials. Conducts public policy development and advocacy. Conducts an annual youth summit to ensure youth voice in public policy. Designs and conducts professional development training.

#### **Other Work and Related Experience:**

Grant Reviewer, Administration for Children and Families, U.S. Dept. of Health & Human Services, 2001 – present.

Peer Monitor, Administration for Children and Families, U.S. Dept. of Health and Human Services, 2001-present. A

Adjunct Faculty, Thompson School of Social Work and Public Health, University of Hawaii, 2009 – 2019.

#### **EDUCATION**

- Master of Public Health degree (MPH), Public Health Education; University of Hawaii
- Bachelor of Education degree (Ed.B),Elementary Education; University of Hawaii
- Maternal and Child Health Community Leadership Institute, American Public Health Association, 2004-2005; Advanced Institute 2005-2006.
- Weinberg Fellows Program, 2005.

#### **AWARDS/HONORS**

- AIM for Excellence Award for Outstanding Achievement in Nonprofit Management, Harry and Jeanette Weinberg Foundation, 2009, 2013, 2017.
- Culture of Respect Award, National Safe Place Network, 2020.
- Excellence in Community Communications and Outreach Award, U.S. Substance Abuse and Mental Health Services Administration (SAMHSA), 2017.
- Horizon Award for Excellence in Health Education, US Centers for Disease Control, 2008.

- Community Collaborator Award, Hawaii Alliance of Nonprofit Organizations, 2018.
- Facilitating Community Activism Award, Interfaith Council of Hawaii, 2013.
- Hawaii's Outstanding Advocate for Children and Youth Award, presented by Hawaii State Legislature, 2005, 2010.
- Delta Omega Society Member, Inducted 2012 (National Public Health Honor Society)

# Jefferson D. Gourley

## RESUME

73-4198 Holu Street  
Kailua-Kona, HI 96740

808-895-2803

jeff@getreadyhawaii.org

### OBJECTIVE

To continually serve in a capacity which improves the quality of life for children and youth within the Hawaii community through my professional capacity as well as through community involvement.

### EDUCATION —

#### McFord University

Atlanta, Georgia

Master of Sciences in Organizational Psychology

Bachelor of Sciences in Child and Adolescent Development

#### Kealakehe High School

Kailua-Kona, Hawaii  
Cum Laude Diploma

### KEY SKILLS —

- Project Management
- Marketing and Social Media
- Budget Planning & Management
- Multimedia Communication
- Youth Engagement
- Fund Solicitation and Development
- Youth Development Specialist
- Video Production & Graphic Design

### EXPERIENCE

*July 2017 to the Present*

Executive Director • Friends of the Children of West Hawai'i / Get Ready Hawai'i

- Ensure programmatic excellence, rigorous program evaluation, and consistent financial management.
- Actively engage organizational staff, volunteers, and community partners.
- Provide support to the Board of Directors.
- Maintain and expand fund development and revenue building activities.
- Maintain open public communication through marketing and social media.
- Oversee organizational rebranding and service expansion.
- Provide programmatic and personnel oversight.
- Manage both the daily operations as well as the special projects of the organization.

*August 2007 to November 2017*

Clerk, Clerk-Typist, Part Time Teacher, Various other Titles • State of Hawaii DOE: Kealakehe Intermediate School

- Planning and implementing programs for students such as after school theatre and yearbook production.
- Tracking and monitoring records.
- Planning and coordinating school events and projects.
- Oversee and instruct in the use of school audio-visual equipment.
- Provide assistance to school I.T. support staff.
- Design, produce, and distribute student ID cards.
- Oversee use and maintenance of 15 passenger van.
- Assist with clerical and administrative tasks as assigned.

*March 2011 to June 2014*

## Certifications —

- Trainer of Trainers – Wyman Teen Outreach Program
- Trainer of Trainers – Making Proud Choices
- Trainer of Trainers – Making A Difference
- Trainer of Trainers – FEMA Emergency Response
- Trainer of Trainers – Taking Asset Building Personally

## Acknowledgments—

- 2001: Po‘okela Award for Outstanding Service to Aloha Performing Arts Company.
- 2002: Senior Advisor’s Certificate of Appreciation for service to Aloha Teen Theatre.
- 2003: Aloha Teen Theatre Outstanding Service Award.
- 2004: Aloha Teen Theatre Outstanding Service Award.
- 2006: Award in recognition of longevity of service to the Aloha Teen Theatre.
- 2017: Certificate of Appreciation from PFLAG National in recognition of the work in establishing PFLAG chapter.
- 2019: Certificate of Appreciation from the Liliuokalani Trust.
- 2021: Certificate of Appreciation from Keauhou Shopping Center in thanks for our partnership with the back-to-school drive.

### Youth Development Coordinator • Family Support Hawai‘i

- Development and administration of a Youth Advisory Council
- Design and implementation of educational and recreational activities as appropriate to program contracts. Organize and facilitate family strengthening activities.
- Identify and engage at-risk youth who would benefit from program services.
- Coordinate program activities with staff and partner community organizations.
- Maintain accurate records of participant data.
- Perform administrative tasks as required by contract.
- Research and compose grant applications as well as prepare reports related to program grants.
- Supervise the implementation of grant programs and coordinate program staff.

### *July 2008 to June 2015*

#### Owner and Chief Executive Officer • Amplified LLC

- Composition of original business plan and amendments as necessary to business.
- Daily operations of the business, including office management, audio-visual services, photography, and event planning.
- Negotiate and compose contracts.
- Oversee budgeting, invoicing, and communication.
- Train staff in operations, equipment, and service skills.
- Maintain accounts and payroll.

### *November 2005 to June 2007*

#### Youth Development Specialist • Family Support Hawai‘i

- Development and administration of a Youth Advisory Council
- Design and implementation of educational and recreational activities as appropriate to program contracts.
- Organize and facilitate family strengthening activities.
- Identify and engage at-risk youth who would benefit from program services.
- Coordinate program activities with staff and partner community organizations.
- Maintain accurate records of participant data.
- Perform administrative tasks as required by contract.

### *August 2004 to June 2006*

#### Animal Care Technician II and Office Mngr. • Paws University

- Greeting and assisting customers in person and by phone.



- Correspondence regarding pets, performance and other subjects as assigned by management.
- Regular reports on client animals.
- Correspondence with local veterinarians regarding animals.
- Track appropriate pet medical information and administer appropriate medications to pets. Prepare reports on inventory and merchandise sales.
- Oversee personnel and supervise animals in socialization yards.
- Oversee regular feeding, cleaning, and care for all animals boarding at the facility.

*October 2003 to August 2004*

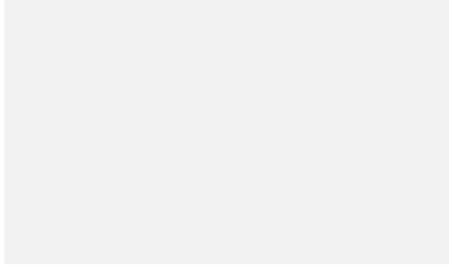
Youth Development Assistant • Family Support Hawai'i

- Development and administration of a Youth Advisory Council
- Design and implementation of educational and recreational activities as appropriate to program contracts.
- Organize and facilitate family strengthening activities.
- Identify and engage at-risk youth who would benefit from program services.
- Coordinate program activities with staff and partner community organizations.
- Maintain accurate records of participant data.
- Perform administrative tasks as required by contract.

- Since 2017, established a network of community partners including youth serving professionals, businesses, and individuals in West Hawai'i working to provide for children who have been abused, neglected, or have otherwise become involved with the State of Hawaii Child Welfare System.
- Working with current president of the Board of Directors, rebuilt the Friends of the Children of West Hawaii/Get Ready Hawaii Board of Directors after losing nearly all board members and staff due to previous management.
- 2017; established Friends of the Children of West Hawaii as a member of the Hawaii Youth Services Network.
- Since 2017, strengthened relationships with funding providers allowing the organization to double annual budget.
- Worked as part of the team which converted the State of Hawaii annual Children and Youth Summit into a virtual event due to the COVID 19 pandemic.

**LEADERSHIP**

- October 2019 to Present • Secretary: Hawaii Youth Services Network Board of Directors.
- October 2018 to October 2019 • Director At Large: Hawaii Youth Services Network Board of Directors.
- October 2019 • Planning Committee: State of Hawaii Children and Youth Summit
- October 2020 to Present • Co Chair and Co Tech Chair: State of Hawaii Children and Youth Summit
- July 2016 to September 2021 • President: PFLAG Kona/Big Island Chapter
- June 2017 • Chair: Ha'aheo a me Kuikahi Kona LGBT Pride event chairperson.
- July 2012 to June 2013 • Volunteer Acting Executive Director: Ka'analike



- June 2006 to February 2009 • Chairman: Kealakehe Intermediate School Community Council
- June 2005 to June 2006 • Secretary: Kealakehe Intermediate School Community Council
- August 2005 to August 2007 • Secretary: Aloha Performing Arts Company Board of Directors
- February 2002 to July 2006 • President: West Hawaii Youth Theatre Board of Directors
- July 2000 to July 2003 • Chairman: Aloha Teen Theatre

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## REFERENCES

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[Available upon request.]

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# KIERRA R. THOMPSON

## SKILLS

- Administrative Support/Technical Support
- MS Office
- Time Management
- Inventory Management
- Data Entry
- Recordkeeping and Bookkeeping/Accounting Support
- Travel Coordinator
- Detailed Meeting Minutes
- Meeting Planning and Event Coordination
- Check Processing
- Organization and Efficiency

## EXPERIENCE

### **Program Specialist/Administrative Assistant, Hawai'i Youth Services Network, May 2019-Current**

- Monitored daily and weekly schedules and monthly calendar obligations for Hawai'i Youth Services Network's events and meeting obligations.
- Directed individual's communication to appropriate organizations, staff, and relevant community resources, in addition to providing information to resolve inquiries.
- Planned and executed meetings, lunches, and special events for groups of 20 to 150 people plus staff members.
- Arranged travel, hotel, and transportation needs for staff and member agencies.
- Processed financial documents, increased accuracy and reduced discrepancies by verifying data while processing incoming and outgoing checks, PO's, and invoices.
- Organized conference room space and materials for meetings, took notes, and distributed meeting minutes to support executive needs. Coordinated large-scale events, including venue acquisition, catering service, and guest list development. (Very familiar with Eventbrite and Zoom.)
- Assisted with administrative tasks, including filing, answering inquiries via email, answering phones, and organizing the office.

### **Vice Chair, Hawai'i State Youth Commission, June 2020-Current**

- Plan Agendas with Officers and Administrator
- Work on bi-weekly email update with officers
- Meet Regularly with HiYC Administrator & Chairperson
- Runs HiYC Meeting in place of Chairperson (when applicable).
- Starts off meetings and does roll call

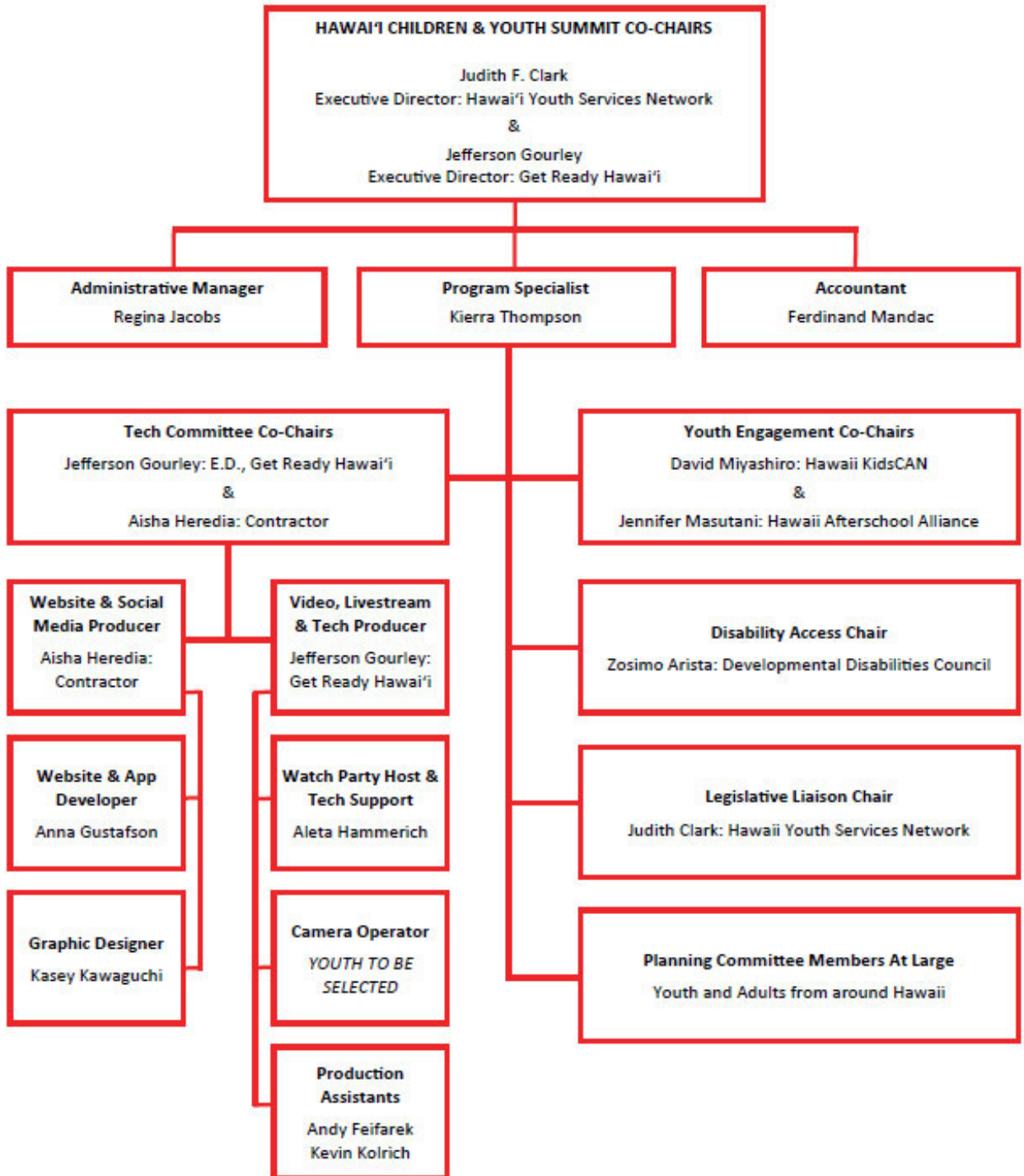
## **2. Organization Chart**

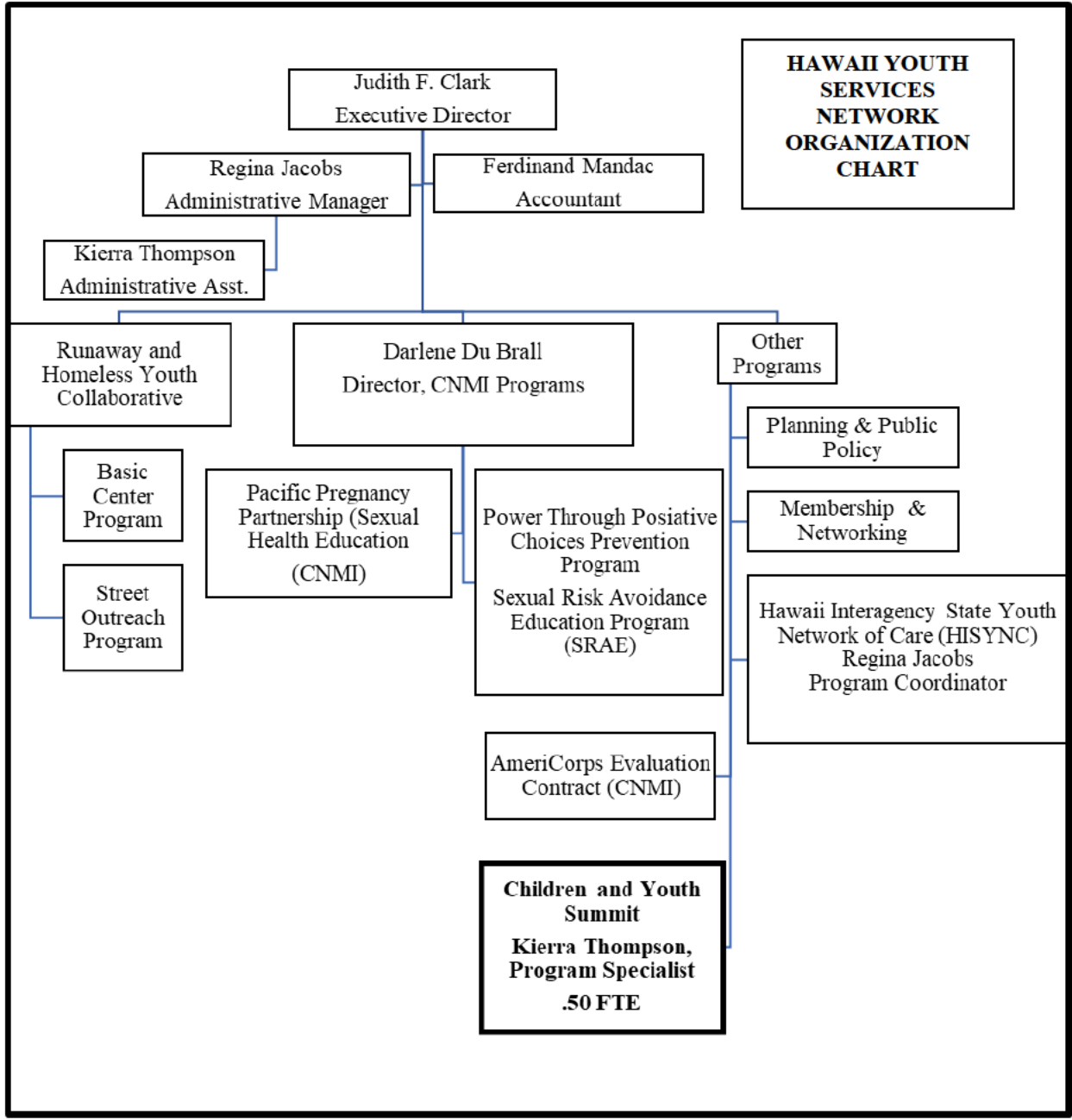
Hawaii Children and Youth Summit Organization Chart and Hawaii Youth Services Network Organization Chart are on the next 2 pages.



# Hawai'i Children and Youth Summit

A Collaborative Project of the Hawai'i State Legislature's Keiki Caucus and the Youth Serving Organizations of Hawai'i





**3. Compensation**

The applicant shall provide an annual salary range paid by the applicant to the three highest paid officers, directors, or employees of the organization by position title, not employee name.

- Executive Director: \$90,000 - \$100,000
- Director, CNMI Programs: \$60,000 - \$70,000
- HISYNC Coordinator/Administrative Manager: \$50,000 - \$60,000

## **VII. Other**

### **1. Litigation**

None

### **2. Licensure or Accreditation**

No relevant licenses or accreditations.

### **3. Private Educational Institutions**

The grant WILL NOT be used to support or benefit a sectarian or non-sectarian private educational institution.

### **4. Future Sustainability Plan**

Since HYSN took on the management of the Hawaii Children and Youth Summit, we have been successful in finding multiple sources of grants and in-kind contributions to support the effort. These have included foundation grants (e.g., Na Lei Aloha Foundation, Hawaii Community Foundation CHANGE grant). Corporate sponsorship from Meadow Gold Dairies (milk and juice), Pizza Hut (discounts), Costco Wholesale (gift cards), Wal-Mart (gift cards). We will continue to seek new sources and sustain relationships with past sources of funding.

HYSN has been able to use its federal Basic Center Program grant for some staffing and overhead expenses and expects to be able to continue to do so. The Basic Center Program grant has supported HYSN's statewide network of youth-serving organizations with consecutive 3-year grants since 1981.

The core agencies that participated on the Planning Committee each year are committed to their continued engagement. The following are statements from several of the long-term Planning Committee members affirming their commitment and the value of the Summit.

*"The Children and Youth Summit has provided a vehicle to give youth the opportunity to share ideas and critical issues important to them with state legislators. . . . We continue to strongly support the Annual Children and Youth Summit. . . . The Summit allows youth with DD {developmental disabilities} to bring their voice to policy makers and their peers. . . . It also has provided a venue for children and youth with disabilities to participate alongside their peers, to advocate for themselves and each other, and to work together for the betterment of future generations."*

*--Hawaii State Council on Developmental Disabilities*

*“The Children and Youth Summit gives youth an opportunity to share their ideas about the important issues and needs that the legislature needs to address. . . . It gives our legislators important information that they need to inform their decisions about laws, policies, and programs for children, youth, and families. My organization participates in planning and conducting the Summit by being a planning committee member, recruiting speakers, and coordinating volunteers for the event.”*

*--Hui for Excellence in Education*

*Young people get to have their voices heard by the Hawaii State Legislature with the potential to truly make an impact on the lives of not only themselves but their families and communities. . . . Our staff have witnessed firsthand the compassion and passion that emerge as the youth participants confidently engage in the process and share their priorities with the collective group. It is vital that our young people have such opportunities to engage, be informed and be part of the decision making that can directly impact their lives.”*

*--Planned Parenthood of the Great Northwest and Hawaii*

The Summit provides many documented benefits to Hawaii’s community, its policy makers, and the youth themselves that we have successfully used to secure funding in the past and will continue to utilize in the future. These include youth leadership development, the practical and visionary youth perspective on community needs and issues, as well as the potential for more engaged community members and higher voting turnout as these young people move into adulthood.

During the COVID pandemic, many businesses that have been past contributors are temporarily unable to support us. Foundations have prioritized emergency COVID relief and their donations and investment revenues have declined, making these sources less available. Hawaii Youth Services Network expects this grant-in-aid request to be short-term and will not be needed once our economy fully recovers.