

## RESUME

GOV. MSG. NO. 565

Milton Kotsubo

### Employment History

**April 2021 to Present**—Member, Hawaii Paroling Authority. As a member of a three member panel, review and decide on minimum terms of imprisonment for sentenced felons, granting of parole for those who have completed their minimum terms and revocation of parole for individuals who allegedly violate terms of parole while on release.

**January 2017 to January 2019**—Consultant with Research Center of University of Hawaii, Research and Evaluation in Public Safety (REPS). Conducted program evaluation of Laumaka Work Furlough program and subsequent training for the Department of Public Safety

### November 2014 to January 2017--Retired

**April 2013 to November 2014**—Acting Intake Service Center (ISC) Division Administrator. Responsible for statewide operations of the ISC Division. This division operates 5 offices in the four counties responsible for conducting bail investigations and bail reports for pretrial offenders held in custody, supervising pretrial offenders who are placed on pretrial release by the courts and conducting initial facility intake into Public Safety jails. The position is responsible for program planning, budgeting, personnel actions and contract management. Directly supervised the branch managers in charge of the offices in the four counties.

**August 2011 to April 2013**—Women's Community Correctional Center Offender Services Administrator. Supervise unit of social workers, office assistant and facility records clerk. Social workers are responsible for initial assessment and program planning for all inmates in WCCC, coordination and placement of inmates in treatment programs and furlough programs.

### August 2011 to January 2012—WCCC Acting Warden

Responsible for overall operation of WCCC

### August 2005 to August 2011—Intake Service Center at OCCC—Assessment and Classification Supervisor

Supervise unit of social workers responsible for conducting initial intake interview into OCCC. Unit also responsible for conducting bail investigation on persons charged with felony offenses and preparing report for the courts.

### August 1991 to August 2005—Halawa Correctional Facility—Case Manager

Permanent assignment-- Case manager for various housing units. Responsible for classification, monitoring program participation, conducting investigations and adjustment hearings.

Temporary assignment to Unit Manager-- responsible for daily operation of housing unit including safety and security, assignment of inmates to programs and supervision of case managers.

Temporary assignment to Mainland Unit---screened and transferred inmates to and from mainland contract facilities. Conducted site inspections of mainland facilities. Screened and approved various reports pertaining to mainland inmates. Screened and approved payment of contract.

Temporary assignment to Branch Manager Substance Abuse Branch—Managed all aspects of substance abuse treatment, monitored program curriculum, staff performance, contracted for services and monitored contractor performance

**October 1983 to August 1991—Intake Service Center—Social Worker**

Conducted bail reports on pretrial misdemeanants. Coordinated provision of services to facilitate pretrial release. Coordinated mental health screening prior to court hearings.

**1982 to 1983—Island Nursing Home—Social Worker**

Provided social services to residents of Intermediate Care Facility

**1979 to 1982--Kuakini Hospital—Admitting Supervisor**

Supervised unit of clerks responsible for patient admissions and registration

**1977 to 1978-- Catholic Social Services—Social Worker**

Contract with San Mateo County to provide case management services to developmentally disabled population.

**1975 to 1977 Wilcox Hospital—Medical Social Worker**

Responsible for providing medical social work services to inpatient population

**Education**

Masters of Social Work University of Hawaii Manoa

Bachelor of Arts University of Manoa, major, Psychology

**Other specialized training**

Level of Service Inventory-Revised(LSI-R) Certified Instructor

Interagency Council on Intermediate Sanctions—Correctional Program Checklist subcommittee

**Other experience**

August 2017 to December 2018

Nominated by the Director of Public Safety to be the Member Representing the Public on the Criminal Pretrial Task Force