


Application Submittal Checklist

The following items are required for submittal of the grant application. Please verify and check off that the items have been included in the application packet.

- 1) Hawaii Compliance Express Certificate (If the Applicant is an Organization)
- 2) Declaration Statement
- 3) Verify that grant shall be used for a public purpose
- 4) Background and Summary
- 5) Service Summary and Outcomes
- 6) Budget
 - a) Budget request by source of funds ([Link](#))
 - b) Personnel salaries and wages ([Link](#))
 - c) Equipment and motor vehicles ([Link](#))
 - d) Capital project details ([Link](#))
 - e) Government contracts, grants, and grants in aid ([Link](#))
- 7) Experience and Capability
- 8) Personnel: Project Organization and Staffing


AUTHORIZED SIGNATURE

DAVID DERAUF, CEO
PRINT NAME AND TITLE

11/19/2024
DATE

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:

Kokua Kalihi Valley Comprehensive Family Services (KKV)

Amount of State Funds Requested: \$ 199,836

Brief Description of Request (Please attach word document to back of page if extra space is needed):
Funds will be used to support the Elder Care Emergency Food Pantry and Farm Program. The program will provide seniors, including cancer and diabetic patients, with free organic produce, Hawaiian plant medicine, dry supplies such as food supplements and canned goods, adult diapers, and cleaning products. Because KKV is the only Federally Qualified Health Center in Hawaii to provide healthcare and support patients with a large community farm garden, we have the capacity to provide cultural food and medicine to patients through efficient referral and distribution systems.

Amount of Other Funds Available:

State: \$ 110,663
Federal: \$ 0
County: \$ 271,558
Private/Other: \$ 129,279

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

\$ 8,870,507

Unrestricted Assets:

\$ 12,044,781

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:

2239 School St.
City: Honolulu State: HI Zip: 96819

Contact Person for Matters Involving this Application

Name: Rachelle Robley	Title: Grant Writer
Email: rrobley@kkv.net	Phone: 808-277-4046

Federal Tax ID#: [REDACTED]	State Tax ID#: [REDACTED]
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Authorized Signature

David Derauf, CEO
Name and Title

1/29/14
Date Signed



STATE OF HAWAII
STATE PROCUREMENT OFFICE

CERTIFICATE OF VENDOR COMPLIANCE

This document presents the compliance status of the vendor identified below on the issue date with respect to certificates required from the Hawaii Department of Taxation (DOTAX), the Internal Revenue Service, the Hawaii Department of Labor and Industrial Relations (DLIR), and the Hawaii Department of Commerce and Consumer Affairs (DCCA).

Vendor Name: KOKUA KALIHI VALLEY (COMPREHENSIVE FAMILY SERVICES)

DBA/Trade Name: KOKUA KALIHI VALLEY (COMPREHENSIVE FAMILY SERVICES)

Issue Date: 01/09/2024

Status: **Compliant**

Hawaii Tax#: [REDACTED]
New Hawaii Tax#: [REDACTED]
FEIN/SSN#: XX-XXX9797
UI#: XXXXXX5469
DCCA FILE#: 22208

Status of Compliance for this Vendor on issue date:

Form	Department(s)	Status
A-6	Hawaii Department of Taxation	Compliant
8821	Internal Revenue Service	Compliant
COGS	Hawaii Department of Commerce & Consumer Affairs	Exempt
LIR27	Hawaii Department of Labor & Industrial Relations	Compliant

Status Legend:

Status	Description
Exempt	The entity is exempt from this requirement
Compliant	The entity is compliant with this requirement or the entity is in agreement with agency and actively working towards compliance
Pending	A status determination has not yet been made
Submitted	The entity has applied for the certificate but it is awaiting approval
Not Compliant	The entity is not in compliance with the requirement and should contact the issuing agency for more information

**DECLARATION STATEMENT OF
APPLICANTS FOR GRANTS PURSUANT TO
CHAPTER 42F, HAWAII REVISIED 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, Hawaii'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, Hawaii'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; and
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii'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.
- 4) The use of grant-in-aid funding complies with all provisions of the Constitution of the State of Hawaii (for example, pursuant to Article X, section 1, of the Constitution, the State cannot provide "... public funds ... for the support or benefit of any sectarian or nonsectarian private educational institution ...").

Pursuant to Section 42F-103, Hawaii'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.

Kōkua Kalihi Valley Comprehensive Family Services.

(Typed Name of Individual or Organization)

(Signature)

(Date)

Dr. David Derauf

CEO

(Typed Name)

(Title)

Public Purpose

1. The applicant shall specify whether the grant will be used for a public purpose pursuant to Section 42F-102, Hawaii Revised Statutes

(a) The name of the requesting organization or individual:
Kokua Kalihi Valley Comprehensive Family Services (KKV)

(b) The public purpose of the grant:
The purpose of the Elder Care Emergency Food Pantry and Farm Support Program will be to prevent malnutrition among low-income Kalihi seniors and improve health outcomes for KKV's cancer and diabetes patients. The program ensures that medical providers can refer patients for rapid delivery of food supplements, adult diapers, food staples, and cleaning supplies, items that many patients go without in order to pay for rent and other expenses. The emergency support can make a significant difference for patients and their families as they wait to be connected to long-term food and other financial resources. Patients often come to KKV at a crisis state when it is essential to provide food and other necessities to ensure that health conditions do not rapidly decline as they wait for longer-term support. This type of support can be difficult for KKV's senior patients to access due to language barriers, difficulty understanding forms and processes, and lack of information about available benefits.

KKV is in a unique position to provide locally grown produce and plant medicine that is desired as an essential part of traditional healing protocols for many Asian, Hawaiian, and Pacific Islander patients and providers. Products are grown at KKV's nature preserve Ho'oulu 'Aina through community-engaged farming that is both a local farm resource and an education and training center for Indigenous agriculture and healing. Then Ho'oulu 'Aina staff coordinate with our Elder Care program staff to package, distribute, and deliver the products free of charge to seniors, including cancer and diabetes patients. The ongoing delivery of produce and plant medicine will provide immediate support for patients with critical conditions that have difficulty with consistent access to nutritious food and medicine.

(c) The services supported by the grant:

- Distribution of fresh organic produce to seniors including cancer and diabetic patients.
- Distribution of dry goods (rice, tuna, oatmeal, etc.), nutritional supplements (Ensure, Glucerna), adult diapers, and cleaning products.
- Growth and harvesting of produce.
- Referrals from primary care providers to the Emergency Pantry to be distributed quickly to patients.

(d) The target group:
KKV serves 11,000 residents of Kalihi who are 96% Asian, Native Hawaiian, and Pacific Islander. Over 30% of KKV's patients are ages 50 and older and 43% are best served in languages other than English. There are over 1,750 seniors currently served by our Elder Care program. Over 60% of KKV's patients are at or below 100% of the federal poverty guidelines (FPG) and 99% are at or below 200% of FPG. We serve residents of Hawai'i's largest public housing complexes, the Towers at Kuhio Park and Kalihi Valley Homes, where the largest populations of residents are COFA Micronesian, Marshallese, Pohnpeian, and Samoan. Many of the migrant families have come to Hawai'i seeking health care and experience multiple chronic conditions.

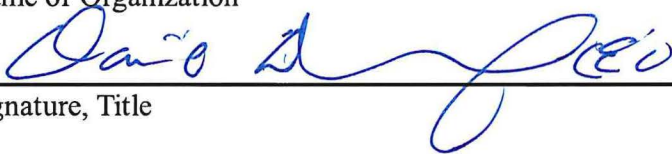

KKV's patients have some of the highest rates of chronic disease in Hawai'i, including diabetes, hypertension, and obesity. They have relatively low rates of screening: 53.13% for weight assessment and counseling vs. 65.13% national; and BMI screening at 53.9% versus 65.72% national. In 2019, 33.56% of patients were diagnosed with diabetes (vs. 16.37% statewide) and 37.82% were diagnosed with hypertension (vs. 27.81% statewide). KKV's patients are more likely to have uncontrolled diabetes as indicated by the prevalence of HgbA1c levels >9 among our patients. This has fluctuated but remained high over the years, ranging from 44% in 2008 to 27% in 2012, 39% in 2014, and 33.56% in 2019 and 44.95% in 2020. These chronic conditions put KKV's patients at risk of related complications, and during the COVID pandemic, death. Additionally, 75% of our patients are uninsured or dependent on public insurance coverage such as Medicaid/Medicare.

(e) The cost of the grant and the budget: \$199,836 is requested for the proposed program. \$113,633 for salaries, \$12,009 for Payroll Taxes and Assessments, and \$22,694 for Fringe Benefits of key personnel. \$51,500 is requested for supplies.

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

Kokua Kalihi Valley Comprehensive Family Services

Name of Organization

Signature, Title

Date

Application for Grants

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

I. Certification – Please attach immediately after cover page

1. Hawaii Compliance Express Certificate (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a Hawaii Compliance Express Certificate from the Comptroller of the Department of Accounting and General Services that is dated no earlier than December 1, 2023.

2. Declaration Statement

The applicant shall submit a declaration statement affirming its compliance with [Section 42F-103, Hawaii Revised Statutes](#).

3. Public Purpose

The applicant shall specify whether the grant will be used for a public purpose pursuant to [Section 42F-102, Hawaii Revised Statutes](#).

II. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the request in such a way as to provide the State Legislature with a broad understanding of the request. Please include the following:

Organizational Background

Founded in 1972, KKV has 52 years of experience providing residents of Kalihi with a broad array of comprehensive and holistic care that includes medical, dental, vision, mental health, pharmacy, Elder Care, Maternal Child Health, and enabling services. KKV also provides many culturally based community programs that are integrated with clinical services. These include four youth programs, women’s programs, vocational education, a cultural food program named Roots, and Ho‘oulu ‘Āina, a nature preserve where KKV offers Indigenous healing programs, plant medicine, and education. At Ho‘oulu ‘Āina, KKV works to heal through community-engaged forest restoration, farming, and agroforestry. KKV’s programs have served as models for culturally responsive care, justice, equity, and mālama ‘āina (care for the land). In 1989, KKV was designated a Federally Qualified Health Center (FQHC) and is the only FQHC in the nation to care for a 100-acre nature preserve as part of its healing sites. KKV provides care for over 11,000 patients annually with a staff of 267 that provides interpretation services in 26 languages and dialects. KKV’s patients are 96% Asian, Native Hawaiian, and Pacific Islander; 61% at or below 100% of federal poverty guidelines; and 43% which are best served in languages other than English. We operate from nine service locations and are the only FQHC in

the nation to care for a nature preserve as part of our healing activities. Kōkua Kalihi Valley Comprehensive Family Services (KKV) is a community health center with the mission: “Together we work to advance health, to inspire healing, to foster reconciliation, and to celebrate abundance in the ahupua‘a of Kalihi through strong relationships that honor culture and place.” Kalihi is a Medically Underserved Area (MUA) and a Health Professional Shortage Area (HPSA) for Primary Care, Mental Health, and Dental Care.

KKV started its Elder Care (EC) program in 1999 and, in 2023, served 1,753 seniors with a focus on keeping them healthy and living at home. EC provides holistic case management, crisis intervention, an array of health maintenance programs including a successful weekly exercise program, transportation assistance, caregiver respite and support, and medical, dental, and behavioral health services. The EC program is led by Merlita Compton, KKV’s Elder Care Director who created the program and has guided its innovations and expansion for 20 years. Ms. Compton has her certificate in gerontology and a Master’s in Public Health from the University of Hawai’i, and speaks Ilocano, Tagalog, and English.

The Ho‘oulu ‘Āina program maintains 3 acres of gardens, dedicating all production of organic produce and plant medicine to support community need. KKV’s team of farmers and community health workers are experienced in navigating the health and cultural needs of our patient populations. During the COVID-19 pandemic, the Ho‘oulu ‘Āina team played a lead role in helping KKV develop a comprehensive delivery system to ensure patients and community members had access to necessary medicine, food, and supplies. This system continues to be helpful for our senior patients, since many are home-bound or do not have access to a car. Ho‘oulu ‘Āina is led by Puni Jackson, a trained traditional healer and advocate for health equity who is well respected across various communities and sectors.

Goals and Objectives

KKV seeks program funding to support the Elder Care Emergency Food Pantry and Farm Support Program (ECEFP). The ECEFP program started in 2020 in response to COVID-19 and remains critical for seniors, cancer patients, and diabetics. KKV provides patients with free organic produce, Hawaiian plant medicine, dry supplies such as senior food supplements (Ensure, Glucerna) and canned goods, adult diapers, and cleaning products. Because KKV is the only FQHC in Hawai’i to provide healthcare and support patients with a large community farm garden, we have the unique capacity to provide cultural food and medicine to patients through efficient internal referrals and an established distribution process. Asian and Pacific Islander patients frequently do not seek this type of support until they are on the verge of malnutrition and/or are critically ill. Referring them to outside nonprofit and public resources is slow and inadequate to address the dire circumstances facing our patients. Our program will provide immediate bridge support and help patients obtain longer-term public and other support services, through the following goals and objectives:

Goal 1: To alleviate malnutrition and improve health outcomes for seniors, cancer patients, and uncontrolled diabetics.

- Objective 1a. Maintain a stocked ECEFP to ensure patients who need emergency food and other supplies can get these immediately.

- Objective 1b. Support KKV primary care providers with access to the ECEFP and a system whereby their patients will receive assistance quickly.

Goal 2: To support local Hawaiian farming and indigenous plant-based medicine.

- Objective 2a. To grow, harvest, and distribute fresh organic produce and plant medicine (la‘au lapa‘au) to ensure the ECEFP can make weekly distributions to seniors and critical care patients.

Public Purpose and Need to be Served

The purpose of the Elder Care Emergency Food Pantry and Farm Support Program will be to prevent malnutrition among low-income Kalihi seniors and improve health outcomes for KKV’s cancer and diabetes patients. The program ensures that medical providers can refer patients for rapid delivery of food supplements, adult diapers, food staples, and cleaning supplies, items that many patients go without in order to pay for rent and other expenses. The emergency support can make a significant difference for patients and their families as they wait to be connected to long-term food and other financial resources. Patients often come to KKV at a crisis state when it is essential to provide food and other necessities to ensure that health conditions do not rapidly decline as they wait for longer-term support. This type of support can be difficult for KKV’s senior patients to access due to language barriers, difficulty understanding forms and processes, and lack of information about available benefits.

KKV is in a unique position to provide locally grown produce and plant medicine that is desired as an essential part of traditional healing protocols for many Asian, Hawaiian, and Pacific Islander patients and providers. Products are grown at KKV’s nature preserve Ho‘oulu ‘Āina through community-engaged farming that is both a local farm resource and an education and training center for Indigenous agriculture and healing. Then Ho‘oulu ‘Āina staff coordinate with our Elder Care program staff to package, distribute, and deliver the products free of charge to seniors, including cancer and diabetes patients. The ongoing delivery of produce and plant medicine will provide immediate support for patients with critical conditions that have difficulty with consistent access to nutritious food and medicine.

The services to be supported by the grant:

- Distribution of fresh organic produce to seniors including cancer and diabetic patients.
- Distribution of dry goods (rice, tuna, oatmeal, etc.), nutritional supplements (Ensure, Glucerna), adult diapers, and cleaning products.
- Growth and harvesting of produce.
- Referrals from primary care providers to the Emergency Pantry to be distributed quickly to patients.

The program will address two major needs among the Kalihi Valley community that especially affect our senior population: food insecurity and limited access to culturally appropriate medical and social services.

A 2021 study completed by the Feeding America network, America’s largest domestic hunger-relief organization, concluded that the State of Hawaii had an overall food insecurity rate of

11.9%, representing 170,970 food insecure people and an annual food budget shortfall of \$139,174,000. The food insecurity rate was projected to increase to 14.3% from 2019 and 2021 in Honolulu County because of the pandemic. These statewide trends are more acute in Kalihi. In 2020, Hawaii Health Matters, a health data website developed by the Hawaii Health Data Warehouse and the Hawaii State Department of Health, published the 2020 Food Insecurity Index, an estimate of food insecurity based on correlated household and community measures of financial stress, such as Medicaid enrollment, SNAP enrollment, and mental health burden. This study identified Kalihi (zip code 96819) as an area of greatest need (tier 5 out of 5), as the fifth-most food insecure zip code in the state. Additional data from the 2015-2018 American Community Survey, available through the Hawaii Health Matters site, demonstrates higher rates of chronic diseases that correlate with poor diet.

Over 96% of KKV's medical patients are Asian and Pacific Islanders and many of them are immigrants who hold deep distrust of medical care and associate visits to the clinic or the hospital with trauma or death. Many do not seek insurance or care until their condition reaches a crisis stage. KKV experiences a high rate of "no-shows" or missed appointments in part, because many patients are accustomed to walk-in care and less familiar with the process of scheduling appointments. The use of telehealth in 2020 had a surprising benefit in that the no-show rate dropped when some patients received smart phones and could visit with their providers virtually. Additional cultural factors that impact care access include the role of families, extended families, and traditional healers in an individual's medical decisions; differing cultural attitudes about death and dying that affect "compliance"; the role of physical environment on client comfort and trust; and the effect of American lifestyles and diets on the health of immigrant families. These barriers have contributed to Kalihi Valley community members having the highest rates of chronic disease, including diabetes, hypertension, and obesity, in the state of Hawai'i.

The program will be an effective tool for addressing these needs by: 1) Supporting urgent health needs of vulnerable seniors, including cancer and diabetes patients, through a culturally grounded wraparound service model; 2) Giving medical providers confidence that their patients can go home with supplies needed to improve their health outcomes; 3) Strengthening trust and building stronger provider-patient relationships that improve health outcomes; and 4) Supporting local agriculture.

Target Population to be Served

KKV serves 11,000 residents of Kalihi who are 96% Asian, Native Hawaiian, and Pacific Islander. Over 30% of KKV's patients are ages 50 and older and 43% are best served in languages other than English. There are over 1,750 seniors currently served by our Elder Care program. Over 60% of KKV's patients are at or below 100% of the federal poverty guidelines (FPG) and 99% are at or below 200% of FPG. We serve residents of Hawai'i's largest public housing complexes, the Towers at Kuhio Park and Kalihi Valley Homes, where the largest populations of residents are COFA Micronesian, Marshallese, Pohnpeian, and Samoan. Many of the migrant families have come to Hawai'i seeking health care and experience multiple chronic conditions.

KKV's patients have some of the highest rates of chronic disease in Hawai'i, including diabetes, hypertension, and obesity. They have relatively low rates of screening: 53.13% for weight

assessment and counseling vs. 65.13% national; and BMI screening at 53.9% versus 65.72% national. In 2019, 33.56% of patients were diagnosed with diabetes (vs. 16.37% statewide) and 37.82% were diagnosed with hypertension (vs. 27.81% statewide). KKV’s patients are more likely to have uncontrolled diabetes as indicated by the prevalence of HgbA1c levels >9 among our patients. This has fluctuated but remained high over the years, ranging from 44% in 2008 to 27% in 2012, 39% in 2014, and 33.56% in 2019 and 44.95% in 2020. These chronic conditions put KKV’s patients at risk of related complications, and during the COVID pandemic, death. Additionally, 75% of our patients are uninsured or dependent on public insurance coverage such as Medicaid/Medicare.

Until KKV developed the Emergency Pantry, providers were challenged to recommend better nutrition or sanitary products to patients who lacked the financial resources to obtain these. Most patients prefer to walk-in to the clinic and building trust relationships with their providers is essential to care.

Geographic Coverage

KKV’s service area is Kalihi and the majority of KKV patients live in zip codes 96819 and 96817. However, KKV serves many patients who move away from the area, with the largest concentrations in 96797, 96701, and 96796.

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;

Scope of Work	Tasks	Responsibilities
Production of Food and Plant Medicine	Growing Harvesting Cleaning, packing, and sorting Distribution to KKV sites	Ho‘oulu ‘Āina farmers and CHWs
Oversight of Pantry Inventory	Purchase of dry goods, food supplements, adult diapers, cleaning supplies. Tracking distribution and items.	Elder Care staff
Patient Referrals	Identify patient needs Refer patients and caregivers Home visits	KKV medical, dental, behavioral health staff trained by Elder Care about the Pantry Elder Care staff process referrals and contact patients Elder Care makes home visits
Product Distribution	Patient pick-up Home delivery	Elder Care staff Ho‘oulu ‘Āina CHWs

Results	Outcomes	Measures of Effectiveness
75 seniors receive fresh produce bags each week.	Seniors and caregivers supplement their diets with fresh produce and improve their nutrition.	Case manager assessments of patients twice yearly and more frequently for those who need it.
25 patients receive plant medicine each month.	Asian and Pacific Islander patients boost immunity and feel healthier with natural medicine.	Providers track wellness through electronic medical records (EMR).
40 seniors each month receive food supplements, adult diapers, and other household items including dry goods.	Improved health outcomes and reduction of stress for seniors.	Case managers monitor patients and do regular assessments. Phone or home visits to ensure seniors have what they need to live at home.
25 cancer and diabetes patients receive food and plant medicine support per month.	Medical providers feel empowered because they can refer patients to the Pantry for quick assistance and follow up care.	Elder Care staff receive referrals through EMR and respond directly to patients. Response support tracked by staff in EMR and spreadsheets.
3 acres of land is used for community garden to benefit patients through the pantry and delivery services.	Staff and volunteers care for the land and reduce the need for imported foods. Farmers heal by working on the land.	Quantities of produce and medicine harvested and distributed to patients.

2. Provide a projected annual timeline for accomplishing the results or outcomes of the service;

Timeline	Tasks
July 2024	Inventory of pantry supplies, planning monthly needs, and streamlining referral and distribution processes with staff.
Daily from July 2024 through June 2025	Processing of patient referrals for pantry supplies. Farming activities. Case manager patient outreach.
Weekly from July 2024 through June 2025	Distribution of fresh produce and plant medicine. Distribution of other pantry supplies. Home visits.
Monthly from July 2024 through June 2025	Replenishing of pantry inventory.
Quarterly from July 2024 through June 2025	Provider and Coordinator meetings to assess effectiveness and address challenges.

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

The success of the Pantry program is based on KKV's work over the past four years to strengthen internal coordination and communication between medical, behavioral health, dental, and community/social determinants of health programs. KKV has trained staff across these departments to use the electronic medical record system and to share other data to enhance efficiency and prioritize patient care. This collaborative effort was initiated in response to the severe and complex needs among our community during the COVID-19 pandemic and has served as a significant improvement to KKV's overall operations.

The Emergency Pantry Program has quality assurance and evaluation protocols built into each area of work. Elder Care's protocol for responding to the provider referrals via the Electronic Medical Records will be: 1) Every client will be registered by Elder Care before enrollment and asked to do an hour-long assessment. The client will be assigned a case manager responsible for outreach and monitoring patients, including pantry pick-ups or home deliveries. 2) All seniors and chronic disease patients will be screened for food insecurity using the hunger vital sign. For clients who meet the eligibility, the case manager will identify the co-existing risk factors for poor nutrition. Health status, healthcare utilization, and frequency of falls will also be part of the evaluation. After the 6-month and 12-month of enrollment, they will be reassessed for their risk factors related to poor nutrition, health status, healthcare utilization, and falls. These assessments will be used to determine appropriate engagement with the pantry, produce delivery, and case management services to support their needs. The provider will be notified and provide additional input as needed.

We will also ask them to complete a semi-annual satisfaction survey to monitor the service quality and identify areas for improvement.

Farm garden quality control will be established by the Ho'oulu 'Āina staff. Weekly harvest will be recorded by weight. Farmers will assess the health of the plants on a daily basis. The Ho'oulu 'Āina team will communicate with the Elder Care team weekly about deliveries and specific produce needs.

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 expending agency.

Measures of Effectiveness:

- 1) Total number of patients who receive fresh produce each month.
- 2) Total number of pounds of produce and plant medicine distributed.
- 3) Total number of patients who receive plant medicine each month.

- 4) Total number of patients who receive other pantry products each month with a breakdown of types of products received.
- 5) Total number of provider and other referrals each month.

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 ([Link](#))
 - b. Personnel salaries and wages ([Link](#))
 - c. Equipment and motor vehicles ([Link](#))
 - d. Capital project details ([Link](#))
 - e. Government contracts, grants, and grants in aid ([Link](#))
2. The applicant shall provide its anticipated quarterly funding requests for the fiscal year 2025.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$49,959	\$49,959	\$49,959	\$49,959	\$199,836

3. The applicant shall provide a listing of all other sources of funding that they are seeking for fiscal year 2025.

City & County of Honolulu, Grant in Aid, \$200,000 for women and children

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.

N/A

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 2025 for program funding.

CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	CONTRACT VALUE
Temporary Assistance for Needy Families (TANF)/ Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services	01/01/24-12/31/24	State DHS	400,000

Reproductive Health Care and Support Services	1/1/24-6/30/25	State Department of Health	117,610.50
GIA - Elder Care Emergency Food Pantry and Farm Support Program	7/1/24-6/30/24	State of Hawaii, DHS	150,000.00
Kupuna Care Transportation - Individual Rides	3/2/23-9/30/24	City/County of Honolulu	65,000.00
Kupuna Care Personal Care Services	3/2/23-9/30/24	City/ County of Honolulu	85,731.00
Title III-E Caregiver Support - Caregiver Support Groups	3/2/23-9/30/24	City/County of Honolulu	30,620.15
Title III-D Disease Prevention & Health Promotion	3/1/23-9/30/24	City/County of Honolulu	47,878.78
USDA ROOTS Food Hub Online	9/30/22-9/29/25	US Dept. of Agriculture	248,257.63
Fostering Access, Rights And Education (FARE Grant Program)	9/15/22-3/31/24	US Department of Labor	337,849
Cultural Programs for Youth & Families	7/1/22-3/30/23	StateDHS-OYS	405,000.00
Fostering Access, Rights And Education (FARE Grant Program)	9/15/22-3/31/24	US (DOL/ETA)	337,849.00
Title III Transportation	3/30/21-9/30/23	EAD	175,400
Breast and Cervical Cancer Control Program	6/30/21-6/31/22	State DOH-	70,000
Reproductive Health Care and Support Services	7/1/21-6/30/23	State DOH-WIC Branch	179,033
HA_Forestry - La MauiOla Project	8/1/21-6/30/24	USDA	150,000
Kalihi Food Prescription Pilot Program	6/15/21-6/14/24	USDA/ NIFA	560,317
GIA CIP	10/1/21-9/30/22	State Dept. of Labor	350,000
HA_Forestry - La MauiOla Project	8/6/21-6/30/24	USDA	150,000.00
Kuyas Stand Up, Speak Out	10/1/20-9/30/23	Federal DOJ Office on Violence Against Women	350,000.00
GusNIP Grant Project (DA BUX Incentive)	9/1/20-8/31/23	USDA	498,105
DOH-Primary Care	7/1/16-6/30/25	State DOH	650,150
Resource and Technical Development	open	State DOH	48,500
Elderly Oral Health Assessment	ongoing	State Oral Health Program	2,400
Optional Breastfeeding Peer Counselor Services	through 9/30/2023	State DOH	50,000
Special Supplemental Nutrition Program for Women, Infants, and Children	through 9/30/2023	State DOH	284,400
Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services	through 12/31/2022	State DHS	250,000

Special Supplemental Nutrition Program for Women, Infants, and Children	through 9/30/2023	State DOH	284,400
WIC Infrastructure	thru 9/30/22	State DOH	3,075

6. The applicant shall provide the balance of its unrestricted current assets as of December 31, 2023. **\$12,044,781**

V. Experience and Capability

1. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the request. State your experience and appropriateness for providing the service proposed in this application. The applicant shall also provide a listing of verifiable experience of related projects or contracts for the most recent three years that are pertinent to the request.

KKV has 52 years of experience responding to the needs of our patients in Kalihi, their cultural concerns, approaches to health, and financial circumstances. The Elder Care program has long focused on health maintenance activities and direct patient outreach to ensure that patients can live safely at home. This model was used by our COVID-response team supporting patients with food and other essentials, and now has become integrated into our clinical care for cancer and diabetes patients.

In 2020, our Elder Care program teamed up with KKV’s cultural food and farm programs to create more than 250 hot meals and 75 bags of fresh produce per week for senior patients. These were delivered by KKV and in the follow-up, Elder Care learned that more than 90% of the seniors receiving the meals were food insecure. The expanded outreach effort identified hundreds more seniors and caregivers who lost jobs because of COVID or who regularly skipped meals because they were afraid to let others know they didn’t have adequate resources for food purchases. Many of KKV’s patients are foreign-born and feel a sense of shame about letting others know about their financial situation. By providing the kupuna with free meals and bags of produce, Elder Care staff had an opportunity to build trust with patients, allowing them to share anxieties about food resources. The act of giving seniors a weekly box or bag of produce opened the door to discuss concerns, needs, and fears. In 2022, Elder Care expanded its work and began processing referrals for other cancer and diabetes patients. This is now an efficient method whereby KKV’s most needy patients can get quick assistance and products that will prevent malnutrition and help them improve their immediate and long-term health outcomes.

Ho‘oulu ‘Āina and Roots have been growing food and plant medicine for community needs for over a decade. The COVID-19 pandemic pushed our program to increase capacity and to increase the harvest of these products. At the same time, KKV developed a coordinated system for harvest and distribution of food and medicine. The lessons learned during the pandemic now

manifest in an efficient system whereby farm to table is expedited and KKV's patients receive culturally valued foods and medicines that improve their health.

As a Federally Qualified Health Center, KKV must maintain administrative and fiscal staffing that can ensure all operations are aligned with federal and state standards. KKV's twelve-member Board of Directors oversees our financial position. We have an eight-member accounting team that monitors all financial transactions, including all grant expenditures. Annually, KKV undertakes a single audit that is comprised of the consolidated statement of financial and the related consolidated statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the consolidated financial statements. KKV's management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with accounting principles generally accepted in the US; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

2. Facilities

The applicant shall provide a description of its facilities and demonstrate its adequacy in relation to the request. If facilities are not presently available, describe plans to secure facilities.

The facilities relevant to this GIA request are:

Gulick Elder Care Center – a 4,000 square foot facility that serves as KKV's Elder Center. This is located two blocks from KKV's main medical and dental clinics. The facility has two floors, a large kitchen for packing and sorting the produce, the Emergency Food Pantry, and exam rooms for medical and behavioral health services.

KKV Delivery van and Ho'oulu 'Āina van – these are used to deliver Pantry items to patients when needed.

Ho'oulu 'Āina 3-acre farm garden. Staff oversee the community farm garden to grow produce and medicinal plants. The garden is organic and is also a community teaching garden. Produce sorting and packaging take place at Ho'oulu 'Āina and at KKV's Wellness Center.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

The applicant shall describe the proposed staffing pattern and proposed service capacity appropriate for the viability of the request. The applicant shall provide the qualifications and experience of personnel for the request and shall describe its ability to supervise, train and provide administrative direction relative to the request.

Elder Care Staff in this request:

Merlita Compton, Program Director, has her certificate in gerontology and a Masters in Public Health from the University of Hawai'i. She has over 30 years of healthcare experience and helped develop the infrastructure for the Elder Care program since its inception. She speaks Ilocano, Tagalog and English. Ms. Compton will provide oversight over all project and administrative activities.

Maria Calapini, Community Case Manager, Certified Nurses Aid and Fitour Group Exercise certification. She will monitor senior patients, collect and correlate data, and make referrals to the Pantry on behalf of the seniors. She is bilingual in Tagalog/Ilocano and English.

Susan Narahara-Kaneshiro, Community Case Manager, BA and CHW certification. She will be responsible for patient outreach and assessment. She will follow up with patients who need Pantry support and ensure they receive the products.

Josie May Sagisi, Community Case Manager, Certified Chronic Disease Self Management Program Master Trainer. She will provide case management, comprehensive assessment, outreach, and health education services. She will also assist clients in adapting to specific activities and routines including exercise, meals, and educational sessions.

Marilyn Queja, Community Case Manager/Personal Care Aid. She will conduct regular home visits, register clients, and provide comprehensive assessments from which a treatment plan will be developed. She will also conduct documentation and outreach activities using standard reporting and charting procedures and coordinate with healthcare team members to assess, plan and implement client care plans.

Ho'oulu 'Āina Staff in this request:

May-Lynn Phillip, Community Health Worker/Farmer, will be responsible for organizing harvest of cultural foods and plant medicine. She will also support coordination between Ho'oulu 'Āina and Elder Care and delivery of produce.

Administration/Accounting:

Bonnie Lo, Accountant. She manages and monitors financial transactions associated with grant funding for the Elder Care program. She produces expense reports to ensure grant funds are spent down within the period.

Resumes of current staff are included in the attachments.

2. Organization Chart

The applicant shall illustrate the position of each staff and line of responsibility/supervision. If the request is part of a large, multi-purpose organization, include an organization chart that illustrates the placement of this request.

See attached.

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.

CEO \$283,483

Clinical Director \$231,106

Dental Co-Director \$190,702

VII. Other

1. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

N/A

2. Licensure or Accreditation

The applicant shall specify any special qualifications, including but not limited to licensure or accreditation that the applicant possesses relevant to this request.

N/A

3. Private Educational Institutions

The applicant shall specify whether the grant will be used to support or benefit a sectarian or non-sectarian private educational institution. Please see [Article X, Section 1, of the State Constitution](#) for the relevance of this question.

N/A

4. Future Sustainability Plan

The applicant shall provide a plan for sustaining after fiscal year 2024-25 the activity funded by the grant if the grant of this application is:

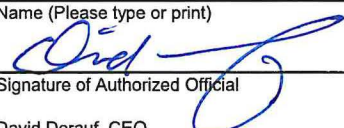
- (a) Received by the applicant for fiscal year 2024-25, but
- (b) Not received by the applicant thereafter.

KKV is working to integrate SDOH activities including the Emergency Pantry as standard budget line items in our various grant proposals across the clinical and community programs, as funders permit. We are slowly succeeding with several funders in other program areas. Our goal is to ensure that this critical program can continue indefinitely. We are also working with our insurance providers to expand the types of services that can be reimbursed for our patient populations. For example, AlohaCare is now providing reimbursement for some native plant-based medicines to select patients. KKV has long-time established relationships with key agricultural funders (such as the Stupski Foundation) who are interested in continuing to support our farm garden and the growth of produce and plant medicine for patients and community members. We presently cover this activity through a variety grant funds for personnel and supplies and a network of community volunteers.

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2024 to June 30, 2025

Applicant: _____ Kokua Kalihi Valley Comprehensive Family Services _____

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	113,633			
2. Payroll Taxes & Assessments	12,009			
3. Fringe Benefits	22,694			
TOTAL PERSONNEL COST	148,336			
B. OTHER CURRENT EXPENSES				
1. Airfare, Inter-Island				
2. Insurance				
3. Lease/Rental of Equipment				
4. Lease/Rental of Space				
5. Staff Training				
6. Supplies	51,500			
7. Telecommunication				
8. Utilities				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
TOTAL OTHER CURRENT EXPENSES	51,500			
C. EQUIPMENT PURCHASES				
D. MOTOR VEHICLE PURCHASES				
E. CAPITAL				
TOTAL (A+B+C+D+E)	199,836			
SOURCES OF FUNDING		Budget Prepared By:		
(a) Total State Funds Requested	199,836	Rachelle Robley 808-277-4046		
(b) Total Federal Funds Requested		Name (Please type or print) Phone		
(c) Total County Funds Requested				
(d) Total Private/Other Funds Requested		Signature of Authorized Official Date		
TOTAL BUDGET	199,836	David Derauf, CEO Date		
		Name and Title (Please type or print)		

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2024 to June 30, 2025

Applicant: Kokua Kalihi Valley Comp, Fam. Svcs.

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
Not Applicable			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

BUDGET JUSTIFICATION - CAPITAL PROJECT DETAILS

Period: July 1, 2024 to June 30, 2025

Applicant: Kokua Kalihi Valley Comp. Fam. Svc

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: 2022-2023	FY: 2023-2024	FY:2024-2025	FY:2024-2025	FY:2025-2026	FY:2026-2027
PLANS						
LAND ACQUISITION						
DESIGN						
CONSTRUCTION						
EQUIPMENT						
TOTAL:						
JUSTIFICATION/COMMENTS: <p style="text-align: center;">Not Applicable</p>						

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

Applicant: _____Kokua Kalihi Valley Comprehensive Family Services_____ Contracts Total: \$ 6,281,576.06

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Temporary Assistance for Needy Families (TANF)/ Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services	01/01/24-12/31/24	DHS	State	\$ 400,000.00
2	Reproductive Health Care and Support Services	1/1/24-6/30/25	Department of Health	State	\$ 117,610.50
3	GIA - Elder Care Emergency Food Pantry and Farm Sup	7/1/24-6/30/24	State of Hawaii, Department	State	\$ 150,000.00
4	Kupuna Care Transportation - Individual Rides	3/2/23-9/30/24	City and County of Honolulu	City	\$ 65,000.00
5	Kupuna Care Personal Care Services	3/2/23-9/30/24	City and County of Honolulu	City	\$ 85,731.00
6	Title III-E Caregiver Support - Caregiver Support Groups	3/2/23-9/30/24	City and County of Honolulu	City	\$ 30,620.15
7	Title III-D Disease Prevention & Health Promotion	3/1/23-9/30/24	City and County of Honolulu	City	\$ 47,878.78
8	USDA ROOTS Food Hub Online	9/30/22-9/29/25	US Department of Agricultur	Federal	\$ 248,257.63
9	Fostering Access, Rights And Education (FARE Grant Program	9/15/22-3/31/24	Department of Labor	Federal	\$ 337,849.00
10	Cultural Programs for Youth & Families	7/1/22-3/30/23	DHS-Office of Youth Service	State	\$ 405,000.00
11	Fostering Access, Rights And Education (FARE Grant Program	9/15/22-3/31/24	US Department of Labor, Er	Federal	\$ 337,849.00
12	Title III Transportation	3/30/21-9/30/23	EAD	State	\$ 175,400.00
13	Breast and Cervical Cancer Control Program	6/30/21-6/31/22	DOH-Family Health Services Division	State	\$ 70,000.00
14	Reproductive Health Care and Support Services	7/1/21-6/30/23	DOH-Women, Infants and Children Services Branch	State	\$ 179,033.00
15	HA_Forestry - La MauiOla Project	8/1/21-6/30/24	USDA	Federal	\$ 150,000.00
16	Kalihi Food Prescription Pilot Program	6/15/21-6/14/24	USDA/ NIFA	Federal	\$ 560,317.00
17	GIA CIP	10/1/21-9/30/22	Department of Labor	State	\$ 350,000.00
18	HA_Forestry - La MauiOla Project	8/6/21-6/30/24	US Department of Agricultur	Federal	\$ 150,000.00
19	Kuyas Stand Up, Speak Out	10/1/20-9/30/23	Department of Justice (DOJ)	Federal	\$ 350,000.00
20	GusNIP Grant Project (DA BUX Incentive)	9/1/20-8/31/23	USDA	Federal	\$ 498,105.00
21	DOH-Primary Care	7/1/16-6/30/25	DOH-Family Health Services Division	State	\$ 650,150.00
22	Resource and Technical Development	open	Department of Health	Hawaii	\$ 48,500.00
23	Elderly Oral Health Assessment	ongoing	State Oral Health Program	State	\$ 2,400.00
24	Optional Breastfeeding Peer Counselor Services	through 9/30/2023	Department of Health	Hawaii	\$ 50,000.00

25	Special Supplemental Nutrition Program for Women, Infants, and Children	through 9/30/2023	Department of Health	Hawaii	\$ 284,400.00
26	Positive Youth Development, Teen Pregnancy Prevention and Family Strengthening Services	through 12/31/2022	Department of Human Services	Hawaii	\$ 250,000.00
27	Special Supplemental Nutrition Program for Women, Infants, and Children	through 9/30/2023	Department of Health	Hawaii	\$ 284,400.00
28	WIC Infrastructure	thru 9/30/22	DOH-Family Health Services Division	State	\$ 3,075.00

Merlita Compton, MPH

P. O. Box 1066, Kane'ohe, HI 96744

Cell: (808) 728-4858

Email: mcompton@kkv.net

Summary

Health promotion and human services professional with **25** plus years of experience in program development, planning and delivery of supportive programs and services that meet the unique needs of older adults, individuals with disabilities and their caregivers for low income minority and immigrant populations. Reliable team-player motivated to take on new challenges and provide the highest level of customer service possible. Knowledgeable about the dynamics of aging as well as the laws, regulations and public benefits, and programs related to long term care. Capable of leading others, experience in researching public health issues, developing and implementing service delivery of grant projects, and problem resolution skills.

Employment

PROGRAM DIRECTOR

Kokua Kalihi Valley Elder Care Program

(12/6/2014 to Present)

Honolulu, Hawaii

Serve as Director of the Elder Care Services at Kokua Kalihi Valley Comprehensive Family Services. The Director is responsible for overseeing the Elder Care and providing leadership in directing, coordinating, planning, managing and executing Elder Care Services at Gulick and Public Housing. Service offerings include Case Management, Health Maintenance, Caregiver and Respite Services, Personal Care, Health Education and Transportation provides for elder clients. Provides leadership in policy making, planning, implementation and evaluation of the elder care services. Review and revise program goals, objectives and activities in collaboration with departmental programs. Ensures all policies protocols for program activities with administration to ensure program objectives are met and maintained. Oversees the delivery of these programs and delivery strategies to ensure providing holistic care for Kalihi Valley elders from all cultural backgrounds

PROGRAM COORDINATOR

Kokua Kalihi Valley Elderly Services Program

(12/6/2005 to 12/6/14)

Honolulu, Hawaii

Responsible for overall daily operations of the elderly program, includes implementation, evaluation and outcomes of the programs for older adults. Supervises staff, program volunteers and performs related administrative duties. Provide and responsible for the program comprehensive assessment for the KKV Gulick Elder Care Services clients. Provide administrative oversight and operational management of KKV Gulick Elder Services Programs: Case Management, Health Maintenance, Caregiver Respite Support, CDSMP, Medical and Dental, Nutrition, Health Education, Physical Fitness and

Transportation. Ensures all comprehensive health services are available and provided for all elderly clients. Plans and conducts staff and volunteer meetings and training programs. Prepares program reports and assists grant writing projects for the elderly services. Responsible for client assessments; management of client files; development/monitoring of client care plans; managed activity & nutrition programs for family caregivers; directs staff daily workflow; provides direct client care; develops new programs, and various outreach and advocacy activities. Development of additional support with the UH-School of Nursing Students and currently served as mentor.

ACTING ELDERLY PROGRAM COORDINATOR

Kokua Kalihi Valley Elderly Services Program,
See above for duties

(9/14/05 to 12/5/05)
Honolulu, Hawaii

ASSISTANT COORDINATOR AND CASE MANAGER

Health Maintenance Group Leader

Kokua Kalihi Valley comprehensive Family Services

(6/16/02-9/15/05)
Honolulu, Hawaii

Coordinate Health Maintenance Program (health education, socialization, exercise, and community engagement activities). Coordinate and manage full range of primary care services (home visits to assess client needs, information about the availability of services, health education, problem solving, supportive guidance, crisis intervention, and advocacy). Provide outreach and case management services to clients to ensure that KKV residents receive comprehensive health and social services. (Supervise Senior Companions, respite workers, volunteers, and student interns). Conduct Senior Caregiver Groups, Liaison with Executive Office on Aging, State of Hawaii; Elderly Affairs Division, City and County of Honolulu; Center on Aging, U. of Hawaii, private and community agencies and non-profit organizations.

CASE MANAGER/GROUP LEADER

Kokua Kalihi Valley comprehensive Family Services (KKV),

(1999-6/16/02)
Honolulu, Hawaii

Provide outreach and case management services to clients to ensure that KKV residents receive comprehensive health and social services). (Provide orientation, training, and supervision for Senior Companions, respite workers, volunteers, and student interns). Coordinate and manage a full range of primary care services (home visits to assess client needs, information about the availability of services, health education, problem solving, supportive guidance, crisis intervention, and advocacy. Coordinate Health Maintenance Program (health education, socialization, exercise, and community engagement activities). Conduct Senior Caregiver Groups, Liaison with Executive Office on Aging, Sate of Hawaii; Elderly Affairs Division, City and County of Honolulu; Center on Aging, U. of Hawaii, private and community agencies and non-profit organizations.

OFFICE MANAGER (Full-time)

Jeffrey Sol, M.D., Sylvia Wang, M.D., Medical Clinics (Part-time)
Queens POB I and Kailua

(1991-1999)
(1999-2000)

Responsible for administration, management, and daily operations of two medical offices; hired trained, and supervised all office staff, reviewed all business documentation; administered office accounts receivable/payable functions, insurance billing with knowledge of ICD-9 and CPT coding, medical terminology, and provided all patient management services.

PATIENT REPRESENTATIVE AND UNIT CLERK (1987-1989)
Straub Outpatient Clinics Honolulu, Hawaii
Windward Oahu and Hawaii Kai
Assist physicians in scheduling and preparing patients for medical examinations and procedures.

PROGRAM AIDE/RESTORATIVE CARE THERAPIST (1977-1986)
Life Care Center Hilo, Hawaii
Assist nursing staff and planned and provided rehabilitation activities for elderly residents of the care center.

INTERPRETER (1984-Present)
Department of Health and Private Professionals Hilo and Honolulu
Provide volunteer interpreter services (Tagalog and Ilocano) to State of Hawaii mental health programs and to private physicians and attorneys

EDUCATION

ADVANCED STUDIES IN GERONTOLOGY (CERTIFICATE) (2001-2002)
University of Hawaii-Manoa Center on Aging Honolulu, Hawaii

**MASTER'S IN PUBLIC HEALTH,
HEALTH SERVICES, ADMINISTRATION AND PLANNING** (1997-2000)
University of Hawaii-Manoa, School of Public Health Honolulu, Hawaii

BACHELOR OF ARTS
Psychology and Sociology (double major) (1993-1995)
University of Hawaii-West Oahu Pearl City, Hawaii

ASSOCIATE OF ARTS (1989-1993)
University of Hawaii-Windward Community College Kane'ohe, Hawaii
Honolulu, Hawaii

CONFERENCE PRESENTATIONS

Compton, M. & Tomioka, M (2014) Multi-Cultural Elements within Health Promotion Programs Facilitates Improved Health and QOL. The 2014 Aging and the American Society on Aging Conference San Diego, USA

Tomioka, M. Ah Cook, V., Wertin, K., **Compton, M.**, & Braun, K. (2013). Successful Model of Collaboration: Improving Diabetes Self-Management Behaviors and Clinical Measures. The 2013 Aging and the American Society on Aging Conference, Chicago,

USA

Compton, M. (2012) Successful Models of Collaboration using Evidenced-based Programs for Healthy Aging. The 2012 National Primary Care Conference on Aging. Alexandria, USA.

Tomioka, M. Ah Cook, V., Wertin, K., **Compton, M.**, & Braun, K. (2012). Improving diabetes self-management behaviors and clinical measures in indigenous and minority adults at community health center program. The American Public Health Association 139th Annual Meeting & Expo. San Francisco, USA

Tomioka, M. Ah Cook, V., Wertin, K., **Compton, M.**, & Braun, K. (2012). A collaborative approach to adapt Stanford's diabetes self-management program. The 2012 Pacific Global Health Conference. Honolulu, USA.

Tomioka, M. **Compton, M.**, Ah-Cook, V. & Fukunaga, P. (2012). Stanford's Diabetes Self-Management Program With Asian Pacific Islanders. The 2012 Aging and the American Society on Aging Conference. Washington DC, USA.

Tomioka, M., **Compton, M.**, Sugihara, N., Fujii-Foo, M., Reyes, J. & Fukunaga, P. (2011) Hawaii Healthy Aging Partnership: Using PRE-AIM to Implement Sustainable Evidence-Based Programs. The 2011 Aging and the American Society on Aging Conference. San Francisco, USA.

Tomiyasu, D., Tomioka, M., & **Compton, M.** (2011). Chronic Disease Self Management Program – Empowering the Person. The 2011 Hawaii Primary Care Association Annual Conference. Honolulu, USA.

Compton, M. “*Aging Well in Community Base Setting*” (2010). American Public Health Association Annual Meeting and Exposition, Denver, Colorado

Compton, M. Sagisi, J., Tomioka, M. (2010) “*Aging Well in Kalihi*” October 19, 2010- Hawaii Pacific Gerontological Society, 16th Biennial Conference: Preparing for Aging Tsunami: Hawaii Pacific Rim Perspectives”, Honolulu, Hawaii

Braun, K., **Compton, M.**, Tomioka, M., and Tanoue, L. (2010). *Creating Evidence-based Programs for Ethnically Diverse in Community Settings*. Proceedings of the 2010 Joint Conference of the National Council on the Aging and the American Society on Aging. Chicago, Illinois, USA.

Braun, K., **Compton, M.**, Tomioka, M., and Tanoue, L. (2009). *Adapting Evidence-based programs for minorities*. Proceedings of the 2009 Joint Conference of the National Council on the Aging and the American Society on Aging. Las Vegas, USA.

Compton, M., Tomioka, M., and Tanoue, L. (2009). *Building on CDSMP: Arthritis Self-management*. Proceedings of the 2009 Joint Conference of the National Council on

the Aging and the American Society on Aging. Las Vegas, USA.

Compton, M., (2009). *Connect The Dots: Diabetes and Your Heart, How Medicare Helps*, Proceedings of the 2009 Joint Conference of the National Council on the Aging and the American Society on Aging. Las Vegas, USA.

Braun, K., Pendleton, N., Tomioka, M., Tanoue, L., **Compton, M.**, and Reyes, J. (2008). *Choosing and implementing evidence-based programs for seniors: A case study from Hawai'i*. Proceedings of the 2008 Joint Conference of the National Council on the Aging and the American Society on Aging. Washington DC, USA.

Compton, M. Brown, T., Fernandes, R., Poleki, M. *“Health Maintenance: The Foundation of Fall Prevention”* October 23, 2007- Fall Prevention Consortium, Annual Conference, Honolulu, Hawaii

Compton, M. *Social Factors Related to the Achievement and Life Satisfaction of Immigrant Filipinas – March 25, 1995* – Hawaii Sociological Association Annual Conference. Honolulu, Hawaii

PUBLICATIONS

Tomioka M., Braun K. L., Ah Cook V., **Compton, M.**, Wirten K. Improving behavioral and clinical indicators in Asian Pacific Islanders with diabetes: Findings from a community clinic-based program. *Diabetes Research and Clinical Practice*. DOI: <http://dx.doi.org/10.1016/j.diabres.2013.12.035>

Tomioka M, Braun KL, **Compton M**, Tanoue L. (2012). Adapting Stanford’s Chronic Disease Self-Management Program to Hawaii’s multicultural populations. *The Gerontologist*. 52, 121-132. doi: 10.1093/geront/gnr054

Fernandes, R., Padua, Y., Ancheta, S., **Compton, M.**, Sturdevant, C., Braun, K., *Healthy Heart Healthy Family: Findings of A NHLBI/HRSA Collaborative for Filipinos in Hawaii*, American Public Health Association, 2010

Fernandes, R., **Compton, M.** *Home-Based Palliative Care Services for Underserved Populations*, The Journal of Palliative Medicine, John A. Burns School of Medicine, University of Hawaii, Volume 13, October 6, 2009.

Compton, M. *“Health Related Services for Frail Seniors and Their Families in Kalihi Valley” Aloha Pumehana*, Elderly Affairs Division, Department of Community Services and C & C of Honolulu Newsletter, March 2007

Compton, M. *“Hawaii, Land of Hope and Dreams: Myth or Reality for Filipina Immigrant*, The Office for Women’s Research Student Working Papers Series, University of Hawaii Manoa, Vol. I, 1995, pp. 1-6.

TRAININGS & AWARDS

2013 Erickson Foundation Award for Excellence in Research American Public Health Association	(November, 2013) Boston, Massachusetts
2013 American Society on Aging's 2013 Award for Excellence in Multicultural Aging (March, 2013)	Chicago, USA
Certified Fitness Instructor: EnhanceFitness and YMCA Hawaii Healthy Aging Partnership	(June, 2012) Kahului, Hawaii
Assistant Researcher, Holomua Project Research Hawaii Primary Care Association	(December, 2009) Honolulu, Hawaii
Master Trainer Certified: Recovering Wellness: Helping People with Life Depression University of Hawaii Social Science Research Institute, Mental Health Services Research	(May, 2009) Honolulu, Hawaii
Needs Assessment, Program and Project Management UH Manoa, Dept. of Public Health	(October, 2008) Honolulu, Hawaii
Evaluation Methods and Continuous Improvement UH Manoa, Dept of Public Health	(September, 2008) Honolulu, Hawaii
Master Trainer: Diabetes and Arthritis SMP Stanford Patient Education Program	(August 2008) Honolulu, Hawaii
Corporate Compliance in Community Health Hawaii Primary Care Association	(July, 2008) Honolulu, Hawaii
Community Health Leadership Training Management Certificate, HPCA	(July 2008) Honolulu, Hawaii
Community Health Educator Certificate National Institute of Health, Office of Minority and Special Populations, Bureau of Primary Health Care	(February 2008) Bethesda, Maryland
Master Trainer:Chronic Disease Self management Program Stanford Patient Education Program	(June 2007) Honolulu, Hawaii
Designing Livable Communities in an Aging Society Elderly Affairs Division	(November 2006) Honolulu, Hawaii

Joining Hands: Facing Tomorrow Together Hawaii Pacific Gerontological Society	(November, 2006) Honolulu, Hawaii
Certified Case Manager Hawaii Pacific Gerontological Society	(November, 2006) Honolulu, Hawaii
Redirecting Aging in the Twenty First Century Elderly Affairs Division, City and County of Honolulu	(June 16, 2006) Honolulu, Hawaii
Increasing Awareness of Financial Exploitation and Crimes against Elderly Elderly Affairs Division	(September, 2005) Honolulu, Hawaii
Certified Medical Interpreter Cross-Cultural Bridges Program	(July, 2005) Honolulu, Hawaii
Geriatric Leadership National Resource Center on Native American Aging	(January, 2000) Honolulu, Hawaii
Practice Management Institute Program Queen's Medical Center	(February, 1999) Honolulu, Hawaii
Health Care Cash Management Program Queen's Medical Center	(May, 1996) Honolulu, Hawaii
Certified Medical Record Technician University of Hawaii-Kapiolani Community College	(August, 1991) Honolulu, Hawaii

Professional Memberships

Board Member at-large, Hawaii Pacific Gerontological Society (2009-present)
 Department of Human Services-Senior Companion Program Advisory Council (2010-present)
 Member, National Council on Aging,
 Member, American Society on Aging
 Member, National Gerontology Academic Honor and Professional Society
 Hawaii Caregiver Coalition
 Sigma Phi Omega
 Phi Theta Kappa
 Hawaii Public Health Association
 American Public Health Association
 Committee Member, Hawaii Aging Disability Resource Center, Executive Office on Aging
 Committee Member, Fall Prevention Consortium, Dept. of Health

MARIA CONCEPCION M. CALAPINI

Honolulu, HI 96817 • (808) 824-9421 • mcalapini@kkv.net

Objective

To obtain a position as a Community Case Manager and Community Health Education dedicated to the health and well-being of the older adults and the community as an integral team member; to use my health education and training, in addition to my interpersonal skills in providing the highest quality of care with respect and excellence.

Professional Summary

- Conducts intakes for clients. Enters client specific data and prepares program reports.
- Develops a care plan/service plan and explore options for clients.
- Knowledge of the appropriate treatment referrals and consultation coordination
- Consult and coordinate with healthcare team members to assess, plan, implement and evaluate patient care plans
- Perform home visits
- Assess the needs of individuals, families and communities including assessment of individual's home or environment to identify potential health or safety problems
- Document clinical records and ensures patients privacy and confidentiality
- Incorporates health maintenance and disease management
- Creates forms needed for the program
- Good experience with assisting in Geriatric Program Development
- Assists Elderly Program Director on special projects as they arise such as Grant proposals
- Collects, correlates, completes data and forms and update data for necessary reports
- Documents Case management and outreach activities using the standard reporting and charting procedures
- Communicates with the healthcare team: facilitates and maintain communication with individual or their representative, other team members and providers to ensure wellness and optimum health.
- Provide healthcare, first aid as needed
- Answers telephones, take messages and relays office and clinic memos

Skills

- Computer Literate
- Processes and Procedures
- Staff Management
- Leadership

Work Experience

Community Case Manager/Health Education and Access Coordinator

Kokua Kalihi Valley Comprehensive Family Services (KKV), Honolulu, Hawaii
(July 2021- Present)

Serve as Community Case Manager and manages the health education and promotion program including the tele-exercise team as part of the health maintenance on elder clients including crisis intervention, advocacy nutrition, screening, treatment and program activities. Provides patient education and promotion, counseling on various facets of chronic illness including but not limited to lifestyle changes and promotion, self-care and routine health care maintenance. Provide orientation to clients prior to joining the tele-exercise. Monitor and assists Community Case manager Team with care management, monitors health care outcomes and makes every effort to provide support and guidance to problem-solving. Promotes effective utilization of services by coordinating care provided by KKV providers and makes referrals as appropriate to other medical providers, community agencies, community resources and any other potential services the kupuna may need.

Community Case Manager/Health Maintenance Education and Access Coordinator

Community Case Manager

Kokua Kalihi Valley Comprehensive Family Services (KKV), Honolulu, Hawaii
(Oct 2020-Present)

Provide outreach and case management services to clients to ensure that KKV residents receive comprehensive health and social services). Helps provide an array of services to help clients and their families cope with complicated situations in the most effective way possible, thereby achieving a better quality of life. Help clients to find resources and facilitates connection with services. Advocates on behalf of a client to obtain needed services; also maintains communication with the client to evaluate whether the plan is effective in meeting the client's goals. Coordinate and manage a full range of primary care services (home visits to assess client needs, information about the availability of services, health education, problem solving, supportive guidance, crisis intervention, and advocacy. Coordinate Health Maintenance Program (health education, socialization, exercise, and community engagement activities).

NURSE AIDE

Acute Residential Care Home, Salt Lake, Hawaii

Provides personal care assistance to clients as directed including changing, bathing and feeding; assist patients' mobility turn and position beds for patients' comfort. Communicate any changes in patients' condition pertaining to blood pressure, sugar levels and other vital signs to Unit Manager; organized patient's care plans. Maintains and improves client's optimal level of functioning and nursing rehabilitation.

Supervisor, 01/2018 to Current

Leonard's Bakery Ltd. – Honolulu, HI

- Adjusted job assignments and schedules to keep pace with dynamic business needs, factoring in processes, employee knowledge and customer demands.
- Interviewed, hired, instructed, and mentored new employees and promoted high level of quality service to customers.
- Monitored food quality and service levels to maximize front and back area performance.

Private Nanny, 03/2017 to 03/2018

Dr. Shaylin Chock – Waimanalo, HI

- Balanced playtime and limited screen time to optimize types of stimulation and support development of fine motor, gross motor, and cognitive skills.
- Coordinated different types of activities to enhance physical and intellectual development.

Medication Technician, 03/2015 to 12/2016

Heart of Care Assisted Living Facility – Waldorf, MD

- Monitored, tracked, and conveyed important patient information to healthcare staff to help optimize treatment planning and care delivery.
- Offered immediate assistance in emergency and routine paging situations to evaluate needs and deliver care.
- Helped family members plan healthy meals, purchase ingredients, and cook meals to provide adequate nutrition for client wellbeing.
- Unpacked, sorted, counted, and labeled all incoming medications to keep optimum inventory levels.

Private Caregiver, 05/2013 to 11/2013

Dr. Pilar Brandewie – Indianapolis, IN

- Assisted clients with daily living needs, including bathing and personal grooming, to maintain self-esteem and general wellness.
- Kept household areas clean and well-stocked, ran errands, managed laundry, and completed weekly grocery shopping.
- Helped family members plan healthy meals, purchase ingredients, and cook meals to provide adequate nutrition for client wellbeing.

Private Caregiver, 12/2012 to 05/2013

Mr. And Mrs. Al Tiangco – Marietta, GA

- Assisted clients with daily living needs, including bathing and personal grooming, to maintain self-esteem and general wellness.
- Provided safe mobility support to help patients move around personal and public spaces.
- Maintained clean personal areas and prepared healthy meals to support client nutritional needs.

Private Caregiver, 12/2008 to 08/2012

Andre Anne Velasco Munar – Project 3, Quezon City

- Assisted disabled clients in any way necessary to facilitate independence and well-being.

- Supervised daily activities and aided when needed.
- Transported a patient three times a week to and from dialysis center and daily activities.
- Established nutritious meal plans and prepared daily offerings to meet patient dietary needs.

Private Caregiver, 11/2007 to 11/2008

Father Jose R. Nacu – Bacoor Cavite, NCR

- Turned and positioned bedbound patients to prevent bedsores and maintain comfort levels.
- Assisted clients with daily living needs, including bathing and personal grooming, to maintain self-esteem and general wellness.
- Offered social support by transporting individuals to events and activities, in addition to medical appointments and shopping trips.
- Provided safe mobility support to help patients move around personal and public spaces.

Registrar Coordinator / Assistant Manager, 12/1997 to 11/2007

Macro Integrated Training and Review Center, INC. – Sampaloc, Manila

- Managed and archived quality documentation and participated in internal and external quality audits.
- Kept institution financially sound by tracking expenses and maintaining detailed records.
- Devised strategies to reduce expenses, modernize operations and revamp procedures to improve institution operations.

Quality Inspector, 08/1993 to 12/1997

LG Philippines – Maybunga, Pasig City

- Recorded defects and coordinated issue resolution with development team and functional leads.
- Presented clear, organized data in graphs, charts, tables, and written reports.
- Inspected and packaged products meticulously according to manufacturing specifications.

Quality Control Inspector, 02/1992 to 08/1993

LG Korea – Seoul, South Korea

- Monitored production processes to gain understanding of problematic steps and rectify issues.
- Performed visual inspections and non-destructive tests where appropriate.
- Conducted investigations into questionable test results.

Education

Associate of Applied Science: Nursing Assistance, 03/2020

Healthcare Training & Career Consultants, Inc. - Honolulu, HI

Associate of Applied Science: Medication Technician, 03/2015

North Star Institute/ Assisted Living Services - Waldorf, MD

Associate of Applied Science: Caregiving NC II, 09/2008

Skill Power Institute - Quezon City Philippines

Some College (No Degree): Basic Accounting and Bookkeeping, (lectures and practicum),
01/2008

Skill Power Institute - Quezon City, Philippines

Associate of Applied Science: Dialysis Technician, 02/2003

National Kidney Institute - Quezon City Philippines

Bachelor of Arts: Radio Communication and Operator (now Electronics and Communications
Technology), 02/1992

Asian College of Science and Technology – Aurora Blvd. Quezon City, Philippines

Associate of Arts: Computer Secretarial, 04/1989

Cora Doloroso Career Center – Cubao Quezon City, Philippines

Professional Certifications/ Trainings

- **Building Your Diabetes Education Program: Everything You Need to Know and More workshop**
Ala Moana Hotel
410 Atkinson Dr, Honolulu, HI 96814
June 19, 2015
- **Kapi'olani Community College Continuing Education**
Kupuna at Home, Dementia and Alzheimer's disease Program, Caregiver Training
Program, Personal Care
- **Food Safety and Sanitation Class**
Wellness Center
2239 North School Street, Honolulu,
Hawaii, 96819
October 20& 22
- **Basic Medical Terminology Course**, 31/10/2013
- **Blood Borne Pathogens**, 09/20/2013
- **Infection Control Course**, 09/20/2013

Education

Fundamentals of Community Health Worker

Kapiolani Community College

May 22- September 1, 2017

Fundamentals of Gerontology

Joint Certificate Program presented by The American Society on Aging and the USC Leonard Davis School of Gerontology

July 25- August 22, 2016

Nursing Aide

CNA Program, Healthcare Training and Career Consultant, Inc.,

2130 N. King Street Honolulu, Hawaii, 96819

September 2013-October 2013

3152 Magnolia Place
Honolulu, HI 96816

Home Ph: 737-3274
Celluar: 457-8415
Email: suesue808qt@gmail.com

Susan K. Narahara-Kaneshiro

Experience

2003-2005, 2007 to present Kokua Kalihi Valley – Elderly Services

Case Manager/Community Health Worker/Staff Support

- Van Driver: Part-time 14 passenger van; Pick up and drop off at Main Clinic; Pick up and drop off in Kalihi Valley; responsible for cleanness of the van, equipment and maintenance of van.
- Case Manager: Initial and yearly re-assessment for Case Management Program, referral to other agencies programs, coordinate with Senior Companion Program; compose Care Plans, Progress Notes and Fee Ticket Summary, follow-ups with appointments and referrals, monthly consultations with clients, problems and decisions making
- Health Maintenance Program: Initial and yearly re-assessments for Health Maintenance Program, maintain records, upkeep folders (over 400 folders), daily data entry, daily data collection, monthly calendars, monthly spreadsheets reports – Unduplication of new clients, Daily Attendance and Monthly Log , assist with Health Maintenance Program, problems and decisions making.
- Transportation: Daily van scheduling, daily van monitoring, monthly mileage data entry, monthly Federal Transit Administration (FTA) mileage database and as needed driver.
- Staff Support: maintain office such as mail, copier maintenance, office supplies, fax, delivery of documents, create flyers, customer service, answering phones, filing, internet research

6/06 to 2007, 2000-2003 Rim Pac Marketing, LLC

Administrator

Customer service with local distributors buyers and mainland manufactures customer service, process and d entry of purchase orders, data entry of price list, customer service, problem solving and decision making, telephone, faxing, answering phones, inventory and supplies upkeep, create flyers, accounting – pay bills, weekly bill backs, update broker commissions monthly, filing, errands, process mail, internet, emails, assist with food shows, process food show papers, create monthly flyers with distributors with allowances and products, assist sales personnel.

8/2005-2/2006 Progress Marketing, LLC

Customer Services

Customer service with local distributors buyers and mainland manufactures customer service, process and data entry of purchase orders, data entry of price list, customer service, problem solving and decision making, telephone, faxing, answering phones, weekly bill backs, update broker commissions monthly, filing, errands, process mail, internet, emails

1998-1999 Sea Life Park

Reservations

Data entry for Dolphin programs and transportation set-up, assist Japanese speaking customers, mail room.

Education

Kaimuki High School; University of Phoenix, Bachelor in e-business 2003

Kapiolani Community College, Completion of Competence in Community Health Worker

Computer skills

Microsoft Office – Word, Access, Excel, PowerPoint, SAMs, Visio Basic, Project Management, Internet, Email, Outlook

Other duties: answering phones, cashier, customer service, receptionist

JOSIE MAY F. SAGISI

1732 Elua St.

Honolulu, HI 96819

Phone: 841-3680

Cell phone: 382-6593

OBJECTIVE

Case Manager

EMPLOYMENT

JOB TITLE: Dental Assistant YEARS EMPLOYED (05-01-06 to PRESENT)
Kokua Kalihi Valley

Job Description:

Assists Providers, assists patients, clean & sterilize instruments.

JOB TITLE: Cashier
Longs Drugs

YEARS EMPLOYED (3/95-01/04)

Job Description:

Cashiering, answer phones, rotate merchandise, customer service and regular up keep.

EDUCATION

DEGREE EARNED OR MAJOR: High School Diploma

YEARS ATTENDED (1992-1993)

Farrington High School for Adults

Honolulu, Hawaii 96819

References given upon request

Marilyn Queja

943 Paaaina St.
Pearl City, HI 96782
808/498-7699

Objective

To obtain a position as a Community Health Worker/CNA dedicated to the health and well-being of the older adults and the community as an integral team member; to use my health education and training, in addition to my interpersonal skills in providing the highest quality of care with respect and excellence.

Experience

Kokua Kalihi Valley **Oct 16, 2020-present**

- Certified Nurse Assistant
 - Assist Case Manager in providing in-home care for elder clients
 - Serve as a community health worker, provides health promotion and education program as part of the elder care program

Gordon Shoji/Private Client **2017-present**

- Home Health Care Provider
 - Provide personal care assistance (changing, bathing, feeding, walking, etc.)

St. Germain's America **2012-2018**

- Bakery Operations Assistant
 - Maintain quality production of company product

Education

- Bacarra National Comprehensive High School
- Divine World College Laoag City, Philippines
Associate Degree Social Sciences
- Health Care Training and Career Consultant, Inc
Health Care Training/CNA Honolulu HI

Skills

- Dependable, people oriented, understand the aging process, attention to details, good verbal and written communication skills, working knowledge of medical terminology.
- Documentation and outreach activities using a standard reporting and charting procedures
- Consult and coordinated with healthcare team members to assess, plan and implement client's care plans
- Provide health care first aid as needed.
- Documents records to ensures clients privacy and confidentiality
- Perform home visits for elders

May-Lynn M. Phillip

99-052 Moanalua Road, Aiea, HI 96701 | (808) 990-9527 | mayphillip360@gmail.com

Objective:

Dedicated individual with background in community involvement and youth mentorship, seeking employment opportunity to grow & utilize my experience and knowledge in administration, customer service, and coordination of youth and community development.

Skills & Abilities:

- Organization & Time Management
- Team Building & Leadership Skills
- Life Coach for “At-Promise” Youth and Young Adults
- Clerical & Data Management Experience
- Customer Service Experience
- Ability to Multitask
- Strong Verbal and Written Communication Skills
- Commitment & Dedication to Task Completion
- Self-Motivator
- Microsoft Office Proficiency (Excel, Word, Outlook, PowerPoint)
- Event Planning & Coordinating

Work Experience:

December 2021 - Present Inbound Expert, Target

- Unload and sort incoming merchandise from truck line
- Stock, backstock, and zone products on sales floor
- Manage all defectives and handle environmentally sensitive items in compliance with applicable laws and regulations
- Work involved lifting 50+ lbs of merchandise and standing for long periods of time

August 2020 - Present Hui Hoaka Advocate/Medical Screener, Kokua Kalihi Valley Comprehensive Health Center

- **Hui Hoaka Advocate:** Hired as Covid-Response Effort Team. Duties included community outreach and education, and providing quality care for covid-positive patients.
- **Medical Screener:** Duties include screening and directing all guests entering clinic; assisting covid-positive patients with care and resources; updating data sheet for covid-positive patients; supplying patients with care packages and resources; and maintaining a safe and sanitized work space.

August 2020 - May 2022 Enrollment Specialist, Kupu Hawaii HYCC Community Program

- Strategize and develop recruitment process for Community Program
- Organize home visits with potential recruits and their family

- Network with schools, community groups, and other resources to increase recruitment for Community Program
- Assists potential recruits in applying to Community Program
- Assist Community Program Leads in natural resource conservation and educational activities

July 2015 – October 2016 Paraprofessional Teacher (PPT), Central Middle School

- Assist students from Project DREAM Program in regular classes
- Focus on academic support, ensuring students remain on track with class assignments and being organized
- Run after-school tutoring program for Project DREAM students
- Communicate with DREAM Coordinator if students need supplies for projects and assignments
- Serve as communication link between classroom teachers and Project DREAM staff
- Mentor DREAM students

October 2005 – July 2016 Medical Records Clerk, Kalihi-Palama Health Center

- Team Lead
- Assist with implementation of electronic-health records from paper records
- File & scan medical records in a quick and proficient manner
- Operate fax & copy machines
- Coordinate chart audits
- Create letterheads and/or memos upon request from patients, doctors, etc.
- Release/receive medical records to/from outside sources
- Answer & direct incoming phone calls

Maintain confidentiality as well as accessibility of medical records

Education:

June 2015 Word of Life Academy, HS Diploma

Volunteer Experience:

September 2009 – Present Date Life Coach, Life 360 Network, Inc.

- Mentor youth and young adults, ages 10+ from “at-promise” communities
- Plan and coordinate fun and exciting activities and events on a weekly/monthly basis
- Provide opportunities for young people to give back through community service
- Motivate youth through creative expressions: art, dance, writing, singing, drama, etc.
- Assist & coordinate fundraiser events to raise funds for organization
- Active roles in community clean ups and other events in partnership with HPD, Weed & Seed, HCDA, KupuHawaii, DOE, and other partners/resources
- Lead small groups for females ages 10-21
- Assist with mediation between students, families, school staff, etc.
- Coordinate food distributions to Life 360 sites during COVID Pandemic

May 2002 – Present Date STP Ministry, Word of Life Christian Center

- Provide hospitality and service of excellence to guests
- Assist guests on/off shuttles with smile and professional attitude
- Operate as dispatch for shuttles and direct shuttles to different pick up/drop off locations
- Direct oncoming traffic to parking lots and assisting cars with parking
- Create a safe and clean environment at all times

October 2014 – December 2014 “Why Try” Facilitator, Campbell & Castle High School

- Facilitate “Why Try” curriculum to students in Project SMART Program
- Collaborated with School Counselors & Life 360 Coaches to coordinate class activities and lessons
- Provide fun, engaging, and meaningful lessons on a weekly basis
- Coordinate celebration of completion activity for all students involved in Project SMART
- Mentor students in Project SMART

September 2009 – April 2014 Café Overseer, Life 360 Network,

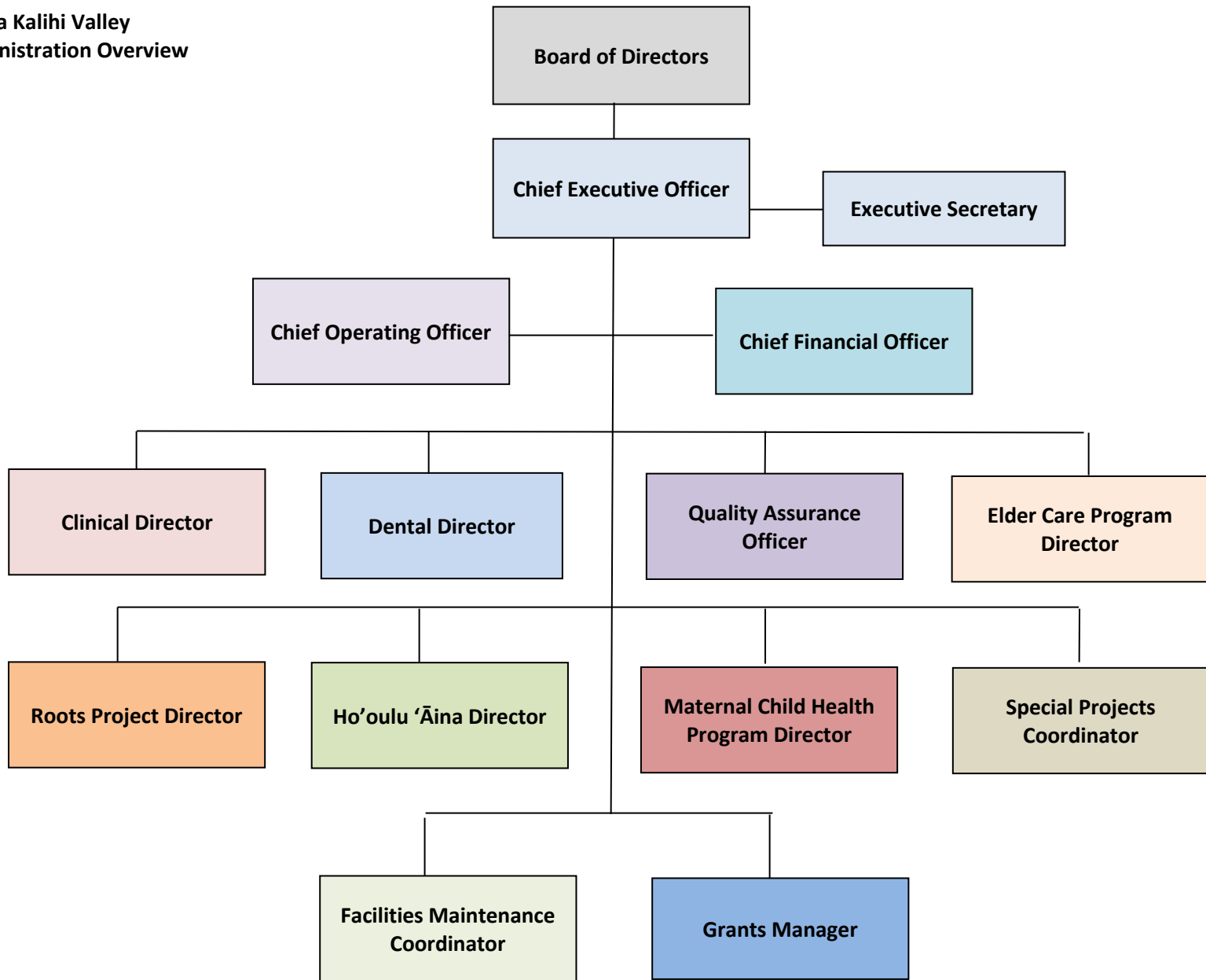
- Oversee café purchases and operations
- Cash handling in a fast-paced environment
- Manage cafe inventory
- Set up and break down café area
- Reconcile cash register

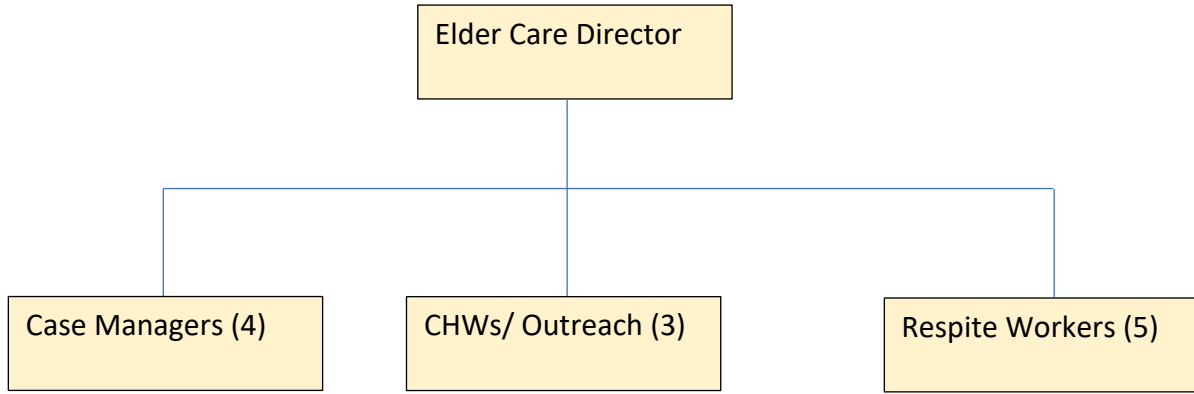
2002 – 2003 Office Intern, Pacific Gateway Center

- Data entry
- Answering & transferring phone calls
- Filing

References available upon request

**Kōkua Kalihi Valley
Administration Overview**





Kōkua Kalihi Valley
Ho'oulu 'Āina

