

House District \_\_\_\_\_  
Senate District \_\_\_\_\_

**THE TWENTY- FOURTH LEGISLATURE  
HAWAI'I STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAI'I REVISED STATUTES**

Log No: 163-0

For Legislature's Use Only

Type of Grant or Subsidy Request:

GRANT REQUEST – OPERATING

GRANT REQUEST – CAPITAL

SUBSIDY REQUEST

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

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

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

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

JUDICIARY

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

**1. APPLICANT INFORMATION:**

Legal Name of Requesting Organization or Individual:  
Legal Aid Society of Hawaii  
Dba:

Street Address:  
924 Bethel Street, Honolulu, HI 96813  
Mailing Address:  
924 Bethel Street, Honolulu, HI 96813

**2. CONTACT PERSON FOR MATTERS INVOLVING THIS APPLICATION:**

Name CHARLES K. GREENFIELD  
Title Executive Director \_\_\_\_\_  
Phone # 808-527-8010 \_\_\_\_\_  
Fax # 808-527-8088 \_\_\_\_\_  
e-mail chgreen@lashaw.org

**3. TYPE OF BUSINESS ENTITY:**

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

4. FEDERAL TAX ID #: \_\_\_\_\_  
5. STATE TAX ID #: \_\_\_\_\_  
6. SSN (IF AN INDIVIDUAL): \_\_\_\_\_

**7. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:**  
**CIVIL LEGAL SERVICES TO THE POOR AND LOW INCOME  
THROUGHOUT THE STATE OF HAWAI'I**  
*(Maximum 300 Characters)*

**8. FISCAL YEARS AND AMOUNT OF STATE FUNDS REQUESTED:**

FY 2008-2009 \$ 1,200,000

**9. STATUS OF SERVICE DESCRIBED IN THIS REQUEST:**

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

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

STATE \$ \_\_\_\_\_  
FEDERAL \$ \_\_\_\_\_  
COUNTY \$ \_\_\_\_\_  
PRIVATE/OTHER \$ \_\_\_\_\_

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

AUTHORIZED SIGNATURE

CHARLES K. GREENFIELD, EXECUTIVE DIRECTOR  
NAME & TITLE

DATE SIGNED

## **I. BACKGROUND AND SUMMARY**

### **1. Brief description of the applicants' background.**

The **Legal Aid Society of Hawaii** (Legal Aid), a community-based, nonprofit law firm has empowered low-income and disadvantaged people throughout our state for the past 57 years. Legal Aid provides legal assistance, community education and outreach services to families and individuals who have critical need to:

- **Maintain or secure affordable housing**
- **Eliminate the barriers to being homeless**
- **Secure appropriate placement and services for abused and neglected children (we are guardian ad litem for the children)**
- **Obtain public benefits such as disability benefits from the Social Security Administration or Medicaid**
- **Help their family become safe and stable with family law services, including protection from domestic violence, child custody and support**
- **Protect them from a consumer problem such as mortgage "rescue" scams or illegal debt collection practices**

With nine offices statewide, on each of the major islands, we are nationally recognized as an innovative, high quality legal services provider.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawaii. Our primary clients are individuals and families with incomes up to 125% of the federal poverty level. We also help the working low income families and individuals whose incomes are below 250% of the federal poverty level.

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

Legal Aid is requesting a \$1,200,000 grant from the legislature for FY 2008-09 to continue to provide civil legal services statewide, to open a new office in Wahiawa (two attorneys and two paralegals), to hire two additional attorneys (Hilo and Waianae offices) and two paralegals (Maui and Kona offices).<sup>1</sup> Legal services will be provided statewide through Legal Aid's nine offices (Lihue, Wai'anae, Honolulu, Windward, Kaunakakai, Lana'i City, Wailuku, Kona and Hilo) and

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<sup>1</sup> In FY 1992, funding for this grant to the Legal Aid Society of Hawaii was at \$1.47 million. Between FY 1993 – FY 1997 the grant slowly decreased to \$1 million. In FY 2000 the award leveled off at \$810,000 for four years, and in FY 2004 dropped to \$647,000. In both FY 2006 and 2007, funding was \$649,000. Funding increased to \$810,000 in FY 2008. Overall, funding has decreased by 45% since 1992.

satellite sites. It is the goal that through this grant, Legal Aid will be able to continue its mission and provide critically-needed legal services to 10,000 families and individuals and positively affect the lives of over 20,000 people.

The requested funding increase will allow Legal Aid to help more families and individuals maintain or secure affordable housing, secure appropriate placement and services for abused and neglected children (we are guardian ad litem for the children), obtain public benefits such as disability benefits from the Social Security Administration or Medicaid, help families become safe and stable with family law services, including protection from domestic violence, child custody and support, and protect them from a consumer problem such as mortgage "rescue" scams or illegal debt collection practices.

The funding increase will also allow us to recruit and retain our staff by paying living wages. Our attorney salaries are well below those paid to public attorneys and some other non-profit organizations. As a result we have had difficulty retaining and recruiting staff, particularly local attorneys. We are committed to improving the retention and enhancing the recruitment of staff. We have recently created a "Legal Aid Fellowship" program with the William S. Richardson School of Law to hire one Richardson graduate per year who is interested in practicing public interest law. The fellowships are for two years.

Without this grant, Legal Aid may be forced to significantly reduce its services in rural areas that traditionally do not have specific funding sources available to provide civil legal services. Furthermore, loss of these funds may affect Legal Aid's ability to leverage federal funds into the state that has allowed the organization to expand its capacity to provide services specifically in the areas of housing discrimination, supportive legal services to the homeless, housing counseling, and tax disputes with the IRS.

### **3. State the public purpose and need to be served.**

Access to justice is out of reach for the low-income and working poor. The federal poverty level for a family of four living in Hawai'i is \$24,380.<sup>2</sup> Two parents working full-time at minimum wage can earn up to \$30,160 per year.<sup>3</sup> It takes more than \$40,000 per year for a family of four to live without any dependence on public assistance.<sup>4</sup> Most families have no additional income to pay for legal services should a need arises that threatens their very basic needs.

The Access to Justice Hui, comprised of representatives of the Judiciary, the Hawai'i State Bar Association, legal service providers, the Hawai'i Justice Foundation and the William S. Richardson School of Law, as well as bar leaders and other interested parties, recently concluded an extensive statewide assessment of the civil legal needs of low and moderate-income residents of Hawai'i. The resulting report, Achieving Access to Justice for Hawai'i's People: The 2007 Assessment of Civil Legal Needs and Barriers of Low and Moderate-Income People in Hawai'i,

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<sup>2</sup> 2008 Federal Poverty Guideline, U.S. Department of Health and Human Services

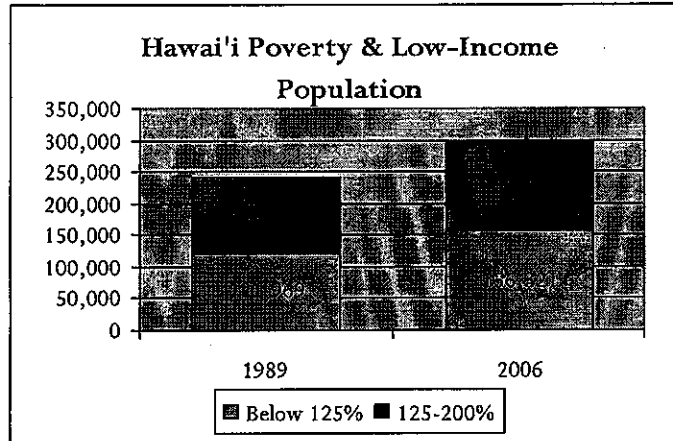
<sup>3</sup> Based on \$7.25/hour minimum wage, 40 hour work week, 52 weeks a year.

<sup>4</sup> The Self-Sufficiency Standard for Hawai'i, 2003.

finds that Hawaii's low-income population continued to increase relative to the population and that a disturbing level of unmet civil legal needs persists. The full 200 page Hui report is available at <http://www.legalaidhawaii.org/images/uploads/justice.pdf>.

### Increased Poverty and High Cost of Living

The Access to Justice Hui's report found that a quarter of Hawaii's residents live below 200% of the federal poverty guideline. Since 1989, the number of people living below 125% of the federal poverty guideline in Hawaii has grown 28% to 156,321. During the same period, the population living between 125% and 200% of the federal poverty guideline has grown 19% to 143,877.



### Key Findings of the Needs Assessment

- Only 1 in 5 low and moderate-income Hawaii residents have their legal needs met.
- Legal service providers are able to help only 1 in 3 of those who contact them for assistance.
- The areas with the greatest unmet civil legal needs are housing (24%), family (23%), domestic violence (8%), and consumer (7%).
- Significant barriers to obtaining legal assistance in addition to inability to afford an attorney include language and cultural barriers, lack of knowledge of one's legal rights, lack of knowledge of available legal services, and difficulty in accessing legal services programs.
- There is one legal service attorney for every 2,291 persons living below 125% of the federal poverty guideline.
- There is one legal service attorney for every 4,402 persons living below 200% of the federal poverty guideline.
- There is one private attorney for every 361 persons in the general population.

Being able to receive assistance for one's legal problems is critical in order for productivity to improve and self-sufficiency to be achieved. For those who are most vulnerable in our society, legal advocacy from a trusted community resource can mean the difference between receiving food and shelter, being able to visit and ensure the safety of their children and be protected from fraud and predatory consumer practices. Legal services ensure that the safety net created by the government and the community is available for those most disenfranchised.

One of the key recommendations of the Access to Justice Hui was that the State Legislature should increase funding for civil legal services. See Community Wide Action Plan: Ten Steps in Increase Access to Justice in Hawai'i by 2010, issued by the Hui on November 7, 2007.

**4. Describe the target population to be served.**

Legal Aid will provide free legal services to the low-income population with incomes less than 125% of the poverty level. The U.S. census (2006), places this population in Hawaii at 156,321 residents.

While the state's economy has shown significant improvement over the last few years, there is no indication that the rate of poverty among our population has dramatically declined. Rather among some populations there is evidence of a continuing increase. For example, recent data indicate that the number of individuals and families who are homeless throughout the state has increased to over 6,000, an almost two-fold increase since 1999.<sup>5</sup>

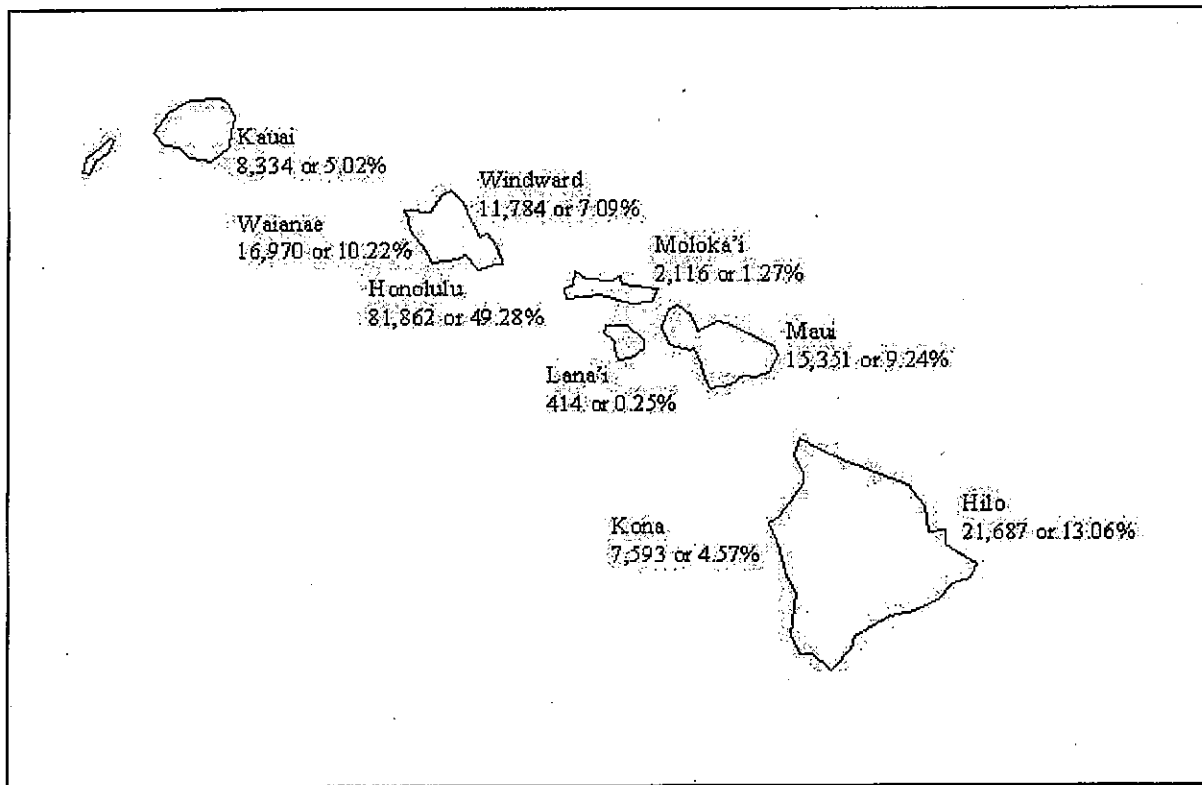
In addition, there are thousands of underserved residents in special populations (geographically and culturally isolated, immigrants with limited English proficiency, the physically and mentally disabled, seniors) that Legal Aid intends to assist with this grant. The growing needs of these groups makes an efficient and effective delivery of legal services even more critical for the people of Hawaii living in poverty.

**5. Describe the geographic coverage.**

Legal Aid will provide services throughout the state. We have offices in each of the major Hawaiian Islands (Oahu – Honolulu, Windward and Waianae; Maui; Big Island - Hilo, Kona; Kauai; Lana'i and Moloka'i). We also have outreach sites at the Waimanalo Health Center in Waimanalo, the New Life Body of Christ Church in Wahiawa, Next Step Shelter in Kakaako, and regularly visit the homeless at an additional 16 locations on Oahu, 6 on Maui and 4 on Kauai. Legal Aid continues to be dedicated to these communities. The map below illustrates the distribution of the state poverty population by the location of each Legal Aid office.

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<sup>5</sup> The State of Hawaii Data book estimated the 1999 homeless population at 3,171. The 2003 estimates, placed this population at 6,029, a 190% increase.



## II. Service Summary and Outcomes

### A. Describe the scope of work, tasks and responsibilities.

Under this grant, in each island and branch office, Legal Aid staff is prepared to provide civil legal services in the following priority case areas, among others:

- **Housing – to maintain or secure affordable housing.** Issues including private landlord eviction defense or negotiation; foreclosure assistance; housing discrimination; public housing applications, evictions, grievances, rent issues, and security deposits; and, habitability, repairs, illegal lockouts, or illegal utility shutoff.
- **Homeless – to eliminate barriers.** Our attorneys conduct outreach to homeless families and individuals and provide legal assistance in housing, public benefits, consumer, family and other matters.
- **Children – to help secure appropriate placement and services for abused and neglected children.** We are guardians ad litem for abused and neglected children.

- **Public Benefits – to obtain income support.** Public benefits may be the only source of income for an individual or family. Public assistance programs include such income sources as SSI, General Assistance, Temporary Assistance for Needy Families (TANF), Food Stamps etc.
- **Health, Medicare & Medicaid – to gain access to health care.** These include program denials of services or eligibility as well as terminations from the programs. Most recently this included assisting “dually-eligible” clients with Medicare Part D issues.
- **Family – to help a family become safe and stable.** This area includes child custody, child support, domestic violence, visitation, divorce, property division and in some cases ex-military spouse issues. Paternity cases are accepted to determine custody, visitation, and child support rights and obligations. In addition, facts surrounding a birth may need to be established in order to obtain or modify a birth certificate to qualify for Native Hawaiian, Native American, and other benefits. Adoption or guardianship may be needed to formalize de facto relationships and obtain public benefits. The most immediate family law need that a victim of domestic violence may require is assistance in obtaining temporary restraining order or establishing temporary custody, visitation, and support.
- **Consumer – to afford protection from consumer problems and illegal practices.** Consumer issues include mortgage “rescue” scams, predatory lending, debt collection, bankruptcy, consumer credit matters, utility hook-up or shut off, repossession, unfair or deceptive practices, tax disputes, or mortgage counseling.
- **Senior** legal issues primarily related to incapacity planning (powers of attorney for financial decisions and advance health care directives) and will and probate issues. In addition to these types of services, seniors receive legal assistance in all areas that Legal Aid practices in – one in every five clients assisted by Legal Aid is a senior.
- **Other Civil Legal Services** will also be provided as needed. This assistance includes, but is not limited to education issues, employment and mental health concerns. Each year these requests equal approximately 5% of the calls for assistance.

Under this grant, Legal Aid will provide outreach, screening, referrals, intake and legal assessment and referrals, brief services and full representation. Each of Legal Aid's offices is prepared to carryout these activities.

- **Outreach** efforts include a variety of activities. Each year, Legal Aid participates in over 200 outreach activities serving all the islands. Some examples include:
  - Community fairs
  - Outreach presentations
  - Trainings to Community

- Brown Bags presentations held monthly at Legal Aid to which social service agencies are invited.
  - Semi-annual Public Benefits training, a 2-day overview of public benefits law, to which social service agencies are invited to attend.
  - Formalized information sharing through list serves
- **Screening** an applicant for a service begins with our streamlined hotline to provide accurate information and advice to the greatest number of clients possible. The hotline, Legal Aid's primary entry point for clients, receives calls from applicants on Oahu, Maui, Kauai, and the Big Island.<sup>6</sup> There are between 4-6 intake advocates on each of the two shifts per day (9 am to 11:30 am and 1 pm to 3:30pm). Screening occurs through a quick four-step process.
    - First, an intake worker checks for a legal conflict of interest. This means that if an opposing party was assisted by Legal Aid in the past, the applicant can be disqualified from services.
    - Second, the applicant is screened for income and asset eligibility. The applicant is asked for information about his/her household size and household income. If an applicant's income is either over 125% of the current federal poverty guideline<sup>7</sup> or if their assets<sup>8</sup> exceed Legal Aid guidelines, he/she is considered to be over income or to have excess assets and not qualify for free Legal Aid services.
    - Third, applicants are screened for their citizenship. Legal Aid can only provide services to citizens of the United States or legal resident aliens. If an applicant does not fall into either of these categories, they are disqualified from services.
    - Fourth, the applicant is screened by the type of legal issue. For example, if an applicant indicates the applicant is calling for a criminal or immigration issue, they are informed that Legal Aid is not able to assist with criminal or immigration matters. Other examples include an applicant calling about a legal issue in another state, or calling for another party which would prelude the intake advocate from rendering services.

In any of the above scenarios, if an applicant is not qualified for services, the intake worker attempts to find an appropriate referral for an organization or agency that can help the applicant further.

- **Referrals** are frequently made to applicants in order to assist them receive the necessary services from the most appropriate agency. In FY 2007, 2500 referrals to other agencies were made. Common referrals include partner agencies on the hotline:
  - Domestic Violence Action Center
  - Volunteer Legal Services Hawai'i

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<sup>6</sup> On Molokai and Lanai, Legal Aid offices continue to operate their own intake process. Applicants there apply for services directly at their local offices. This intake process differs from other islands because of cultural issues, the relatively small populations and the close association between the island population and our office staff.

<sup>7</sup> For example, monthly income must be under \$1,641 for a household of two, \$2,474 for a household of four, and \$3,308 for a household of six.

<sup>8</sup> Assets must be under \$8,000 for an individual with an additional \$3,000 added for each household member. Subject to some exclusions, for example one car and a home used as a primary residence are not counted as assets.



- UH Elder Law Project
- Hawaii Disability Rights Center
- Na Loio Na No Kanaka
- Native Hawaiian Legal Corporation
- Maximum Legal Services Corporation
- Judiciary Ho'okele Project
- Lawyers Referral Service

Applicants who receive services from Legal Aid may also be given referrals to other agencies if such additional assistance would benefit the applicants in seeking a solution to their legal or other problems.

- **Intake, Legal Assessment, and Legal Advice.** After screening an applicant for eligibility, the client and advocate discuss the legal issue in question (case assessment). The advocate uses questionnaires designed by Legal Aid staff in order to issue-spot about an applicant's legal issue and provides information about the options available to the applicant and the ramifications of choosing each option (legal advice).<sup>9</sup> After appropriate legal advice is given, the intake advocate follows up by mailing legal brochures to the client. These brochures are selected based on the nature of the client's legal issue, and serve to reiterate the advice provided by the intake advocate. Over 150 legal brochures created by Legal Aid staff are available for distribution to clients. Last year, approximately 10,000 brochures were distributed to over 10,000 applicants. All information generated during this intake is documented in a computer "docket."
- **Brief Services** are extended to those clients who need some extra assistance in solving their legal problems. These services include, assisting in the preparation of documents and court forms, making telephone calls or writing letters on behalf of a client or conducting self-help clinics that teach clients how to file their own legal papers. Each Legal Aid office offers these brief services; in addition, the Center for Equal Justice (in Honolulu and Kauai) and the recently expanded Court Assistance Project at the Family Court of the First Circuit provide additional assistance to clients.
- **Extended Legal Representation.** Not everyone can be his or her own advocate. In these situations, Legal Aid provides one-on-one assistance for those low-income families and individuals who are unable to help themselves. Legal Aid targeted disadvantaged families and individuals, victims of domestic abuse, public housing tenants facing eviction, slumlord practices, welfare families, disabled individuals, families without health care, and those subject to fraud and harassment. Legal Aid provides direct representation in family, consumer, housing, health, and income maintenance issues.

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<sup>9</sup> Over 61 sections on various legal issues are available to intake advocates along with checklists and a resource binder with referral information.

With the assistance of this grant, Legal Aid intends to provide critically-needed legal services to 10,000 families and individuals and positively affect the lives of over 20,000 people. In FY 2007, we opened the following number of cases, listed by office and type of case:

	Consumer	Family	Health	Housing	Public Benefits	Other	Total
Honolulu	379	1462	93	762	869	187	3752
Waianae	75	414	12	177	157	42	877
Windward	58	265	8	102	96	23	552
Kauai	37	302	7	84	64	16	510
Molokai	13	72	3	9	36	103	236
Lanai	0	8	0	0	6	24	38
Maui	70	472	12	144	132	164	994
Kona	36	178	6	47	92	29	388
Hilo	49	331	22	156	244	89	891
Total	717	3504	163	1481	1696	677	8238

**B. Timeline.**

The services shall be provided from July 1, 2008 to June 30, 2009.

**C. Quality Assurance and Evaluation**

Legal Aid is dedicated to providing high quality legal services. Its manuals and policies set forth the protocols for providing quality service and evaluation procedures to assure that Legal Aid's high standards for quality are met and problems are addressed and resolved as they arise. These documents present protocols and standards in compliance with all federal, state, and county requirements. They are:

- **The Legal Aid Case Management & Litigation Manual.** Recently modified in December 2007 to ensure the most up-to-date compliance, this manual establishes the protocol for outreach, screening, referral, intake, case assessment, legal advocacy, and legal representation. Please note that the first point in the manual is "Ethical Obligations" The manual states: "All advocates are expected to represent their clients in a professional manner consistent with the Hawaii Rules of Professional Conduct and the Hawaii Revised Statutes." This manual also presents established evaluation procedures that include:
  - Case review with the attorney's manager before a case is accepted,
  - Monthly reviews of open cases between the manager and attorney,
  - Periodic review of open cases at each office location by Legal Aid attorneys from outside that location,

- Comprehensive annual reviews of each staff person's performance culminating in a dialog of the staff person's strengths and weaknesses and a written evaluation report,
- Clear protocols on intake, case assessment, file maintenance, etc.
- **Client Grievance Process.** This procedure identifies how a client can have any grievance addressed regarding services by Legal Aid. Each client seen face-to-face is given this information in a written format at the first meeting with Legal Aid staff. The policy provides for the progressive review of any client grievance by the managing attorney of the office where the action took place, the executive director, and the Client Grievance Committee of the Board, if required, to resolve the grievance.
- **The Human Resources Manual** presents Legal Aid's expectations of its staff including all responsibilities to maintain continued employment and staff benefits and policies related to Legal Aid employment. This document also includes the procedure to be followed should an employee be disciplined.
- **The Legal Aid Accounting Manual** documents the established procedures for handling Legal Aid's finances in a prudent and fiscally sound matter that meets general accounting guidelines.

**Evaluation.** In addition to these manuals and protocols, Legal Aid has incorporated client feedback and evaluation of services into its structure and operations:

- Client representatives compose 1/3 of Legal Aid's Board of Directors. These grassroots directors are appointed by individual social service agencies, from across the state, which provide services to the low income community.
- The Board has a standing Client Grievance Committee that addresses client complaints.
- A sample of clients is surveyed each quarter seeking information about their experience with Legal Aid and suggestions for how Legal Aid may improve. On average, 80% or more of the clients surveyed consistently rate Legal Aid service as "good or excellent."
- The full board receives these quarterly client evaluations, discusses how Legal Aid can improve, adopts and monitors agreed upon course of action.
- The Legal Aid Board Evaluation Committee periodically conducts a complete periodic evaluation of the executive director and program performance. To complete its most recent comprehensive evaluation, the Committee aggressively sought feedback from many funders, staff, current and former directors, partner agencies, judges, and bar leaders.

- An annual financial audit by the accounting firm Choo, Osada & Lee, CPAs, Inc. that evaluates all financial aspects of Legal Aid operations. Legal Aid addresses any comments or observations raised by the audit as soon as it is completed. The full Legal Aid Board as well as its standing Audit and Finance Committee review this audit.
- Periodically, staff and managers are evaluated for their effectiveness, efficiency, case handling and overall job performance.
- Extensive monitoring by all primary funders including LSC, HUD, and IRS keeps Legal Aid programs in line with funder guidelines.

**D. Measures of Effectiveness to be Reported to the State Agency Through Which Funds Are Appropriated**

Legal Aid will report the number of cases opened and number of cases closed during FY 2008-09. Demographics for each client will also be reported. In addition, we will report the outcome of each case, utilizing closing case codes that we use for other funders, including the federal government. There are over 100 closing codes that list the type of case and the particular outcome achieved for that family or individual.

**III. FINANCIAL**

The budget detailing the cost of the request is attached as Attachment "D." The anticipated quarter funding requirements are as follows:

Quarter 1	\$300,000
Quarter 2	\$300,000
Quarter 3	\$300,000
Quarter 4	\$300,000

**IV. EXPERIENCE AND CAPABILITY**

**A. Necessary Skills and Experience**

**The Skill, Ability and Knowledge.** Since its founding in 1950, the Legal Aid Society of Hawaii has utilized its skill, ability and knowledge to bring high quality legal services to people throughout the state. A community-based, non profit law firm, Legal Aid is known for its advocacy skills and its ability to empower low-income and disadvantaged people.

With nine offices statewide, it is nationally recognized as an innovative, high quality legal services provider. Legal Aid brings its services to the aid of thousands of Hawaii residents using its extensive network of partnerships, its dedicated staff, and the technology of video conferencing, listserves, and web pages to assist Hawaii's low income community with their critical legal needs. In addition, Legal Aid's statewide toll-free hotline makes its experience and

assistance just a phone call away for residents in need of its services. The hotline allows callers to contact an attorney or paralegal by phone and obtain immediate legal advice.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawai'i. Annually, Legal Aid receives over 20,000 requests for services. Legal Aid provides legal advice and counsel, brief services, and full representation in approximately 8,500 cases, impacting over 18,000 adults, children and seniors in critical civil legal matters. Legal Aid is the only provider in the state with able to handle this significant volume of requests.

Legal Aid is able to provide quality legal services statewide, in an efficient and effective manner, for Hawaii's low-income individuals and families. Here are some examples of our special ability to deliver quality legal services:

- For 36 years, Legal Aid has been the sole and continuing recipient of state funding to provide general civil legal services to Hawaii's low-income community.
- Legal Aid is the only legal services provider with a continuous presence on all six major islands through its nine offices statewide. These offices have been serving Hawaii's people from many of the same locations for at least 27 years. As a result:
  - Most of our staff comes from and all live in the community that they serve. This community presence lends credibility and builds trust, making residents in need more receptive to using their local Legal Aid services.
  - Legal Aid's extensive network of partnerships with other agencies in local communities make it especially adept at handling the mix of legal and social issues that a client may face – e.g., a person on welfare may be dealing with divorce, child care, job preparation, and health issues or any other number of challenges at the same time.
- Legal Aid's staff is the most knowledgeable and experienced in addressing the broad range of civil law challenges that affect low-income residents including housing, public assistance, health, consumer transactions, taxes, family matters, and other civil matters.
- In the last decade, Legal Aid has been monitored and audited extensively by the State's Office of Community Services, the federal Housing and Urban Development department (HUD), the federal Internal Revenue Service (IRS), and the federal Legal Services Corporation (LSC) and has always met and often exceeded the standards set for its operation by these agencies and organizations.
- Through our advanced use of technology, our substantive law experts in each substantive area are available statewide, no matter where a client lives. Our video conferencing capability can bring attorneys "face-to-face" with clients in need even if the clients live in remote and isolated areas.

- In quarterly client satisfaction surveys, between 80% and 90% of clients consistently rate Legal Aid service as “good or excellent.”

**Verifiable Experience with Providing Advocacy Services.** Legal Aid’s long history, statewide presence, and reputation make it among the most well known organizations working toward achieving justice in Hawaii. A survey of O’ahu community leaders and statewide residents in August 2002 for the Hawaii Justice Foundation noted, “Few organizations are known as addressing issues of justice. The only ones mentioned often were Office of Hawaiian Affairs (OHA), Institute for Human Services (IHS), and the Legal Aid Society.”<sup>10</sup>

Legal Aid’s reputation is also nationally noted, in December 2002, the federal Legal Services Corporation completed a six-day audit of the Legal Aid which included one-on-one interviews with staff and community partners. They found, “Every one of your community partners welcomes the opportunity to voice their respect and high regard for Legal Aid. The great reputation of the program, its staff ... was the common theme in all of the conversations.”

It is truly the quality of service and assistance that Legal Aid provides that is the key. In the voices of Legal Aid’s clients that have written to us in the last several months:

- Mahalo nui loa. I’m forever thankful for this awesome program. So much of my anxiety and stress were relieved especially financially. Everyone along this journey can be commended.
- Patient, great service, plenty of Aloha and understanding. Thanks so much!
- Your Staff was very helpful, patient, and informative. I truly appreciate their assistance. Mahalo
- The service that I received was very professional and thorough. I would be pleased and fortunate to use LASH again if necessary.
- I deeply appreciate the responses to my questions and concerns. I followed thru the explanations and was able to determine how to cope with my situation. I am eternally grateful!
- Staff was very helpful in the adoption of our son. Our case was handled with great efficiency and courtesy. I couldn’t thank them enough.
- Keep up the good work in helping people like me and my family. May God bless you all.
- Absolutely grateful for the cheerful and professional help. Thanks.
- I was very pleased with the level of service that LASH provided. Everyone I spoke to was very courteous and responded to my question with concerns in a timely manner. Thank you very much.
- Those sent to U.S. Vets were very professional – outstanding work!

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<sup>10</sup> Ward Research, “Issues of Justice in Hawaii”, Research among O’ahu Community Leaders and Statewide Residents, prepared for the Hawaii Justice Foundation, August 2002.

Furthermore, Legal Aid has a history of success with the programs it delivers and seeks to provide the best representation to all those who apply and qualify for services. Its reputation for delivering high quality services and achieving measurable outcomes in our partnerships is well documented through its on-going receipt of over 35 grants from various federal, state, county and private sources on an annual basis. Appendix "A" contains a list of projects or contracts for the most recent three years that are pertinent to the proposed services.

### **C. Facilities**

Legal Aid maintains a total of nine branch offices, located in Honolulu, Wai'anae, Kahalu'u, Hilo, Kona, Kaunakakai, Lana'i City, Lihue, and Wailuku. Experienced attorneys and paralegals staff each branch. Given the natural isolation barriers presented by an island community, maintaining offices on all islands is the only effective way of responding comprehensively to client needs. Legal Aid has developed a four-pronged approach to reducing barriers to the greatest extent possible and to provide all clients with the opportunity to explore legal remedies to their problems and select the appropriate set of options to resolve those problems.

- All clients are given the opportunity of accessing counsel/advice services and some brief services through our statewide, toll-free telephone hotline system. The hotline uses trained, experienced and closely supervised staff. Clients requiring translation are providing with linguistic capabilities as well as the services of the bilingual access telephone line.
- Legal Aid offers, as a second means of initial assistance, a face-to-face interview and counseling session with staff at each local branch office. Most clients on Moloka'i and Lana'i prefer this method while clients on other islands generally prefer using the hotline in their initial inquiries.
- Thirdly, Legal Aid staff throughout the state "circuit ride" on a periodic basis to smaller population centers or to assist targeted members of the client community, such as the homeless, seniors, migrants, and victims of domestic violence.
- Finally, video conferencing stations at most office sites facilitate closer coordination and supervision as well as better delivery of services.

All of our offices are ADA compliant.

In addition, each office has a mini-com TDD for the deaf to service the hearing impaired. Each of our nine (9) offices also has access to an electronic legal library through Lexis-Nexis and a computer system, which is integrated statewide.

**V. PERSONNEL: PROJECT ORGANIZATION AND STAFFING**

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

**Proposed Staffing and Proposed Service Capacity.** This grant will allow Legal Aid to continue to bring its broad range of civil legal services to the people of Hawaii on every major island in the state. In FY 2007, Legal Aid's attorneys paralegals closed over 8,400 cases and served over 15,000 children, adults and seniors.

The state funding provided under this grant in aid will ensure the following staffing:

Office	Attys	Paralegals	Admin	Other	Total	Pop. Below 125% of Federal Poverty Guidelines	Cases Closed in FY 2007	Cases Opened in FY 2007
Honolulu	19	16.5	8.5	2	46	81,862	3836	3752
Waianae	2.5	2	0	0	4.5	16,970	904	877
Windward	2	2	0	0	4	11,784	603	552
Wahiawa*	2	2			4			
Kauai	2	1.5	0	0	3.5	8,334	503	510
Molokai	0	2	0	0	2	2,116	238	236
Lanai	0	0.5	0	0	0.5	414	31	38
Maui	4	3	1	0	8	15,351	974	994
Kona	1.5	2	0	0	3.5	7,593	328	388
Hilo	4	4	0	0	8	21,687	1030	891
<b>Total</b>	<b>37</b>	<b>35.5</b>	<b>10.5</b>	<b>2</b>	<b>85</b>	<b>166,111</b>	<b>8447</b>	<b>8238</b>

\*Proposed New Office

**Staff Qualifications and Experience.** Legal Aid has an experienced and dedicated staff that is committed to serving the legal needs of Hawaii's disadvantaged:

- Legal Aid's staff is knowledgeable and experienced in addressing each and every area of civil law challenges that affect low-income residents, including housing, public assistance, health, consumer transactions, taxes, family matters and other civil matters. This experience and knowledge comes from:
  - 57 years of institutional experience including 37 years of continuous financial support from the State of Hawaii to provide legal services for Hawaii's low-income residents
- With nine offices statewide, Legal Aid staff generally comes from and live in the communities that they serve. This community presence lends credibility and builds trust making residents in need more receptive to using their local Legal Aid services. It also makes our staff more attune to the unique needs of the area that they serve.



Job descriptions of proposed administrative and program staff, including minimum qualifications necessary for the positions, can be found in Appendix "B." Staff resumes for these positions can be found in Attachment "C." Please note that the qualifications and minimum requirements noted in these job descriptions ensure that Legal Aid staff members are dedicated advocates, who are highly self-motivated and talented, with appropriate legal and paralegal training to meet the needs of low-income families and individuals in a timely and cost-effective manner.

**Supervision and Training.** Legal Aid has established a clear line of supervision throughout the program to ensure high quality of client services. The Executive Director directly supervises all managers of the local offices and, along with the program's Deputy Director, all special projects. The Managing Attorneys of each office are responsible for all supervision, case management, community outreach, and compliance with all contract requirements at their office locations. As required by the Hawai'i Rules of Professional Conduct, all paralegals are closely supervised by Legal Aid attorneys. The ratio of attorneys to paralegals throughout Legal Aid averages about 2 lawyers for each paralegal.

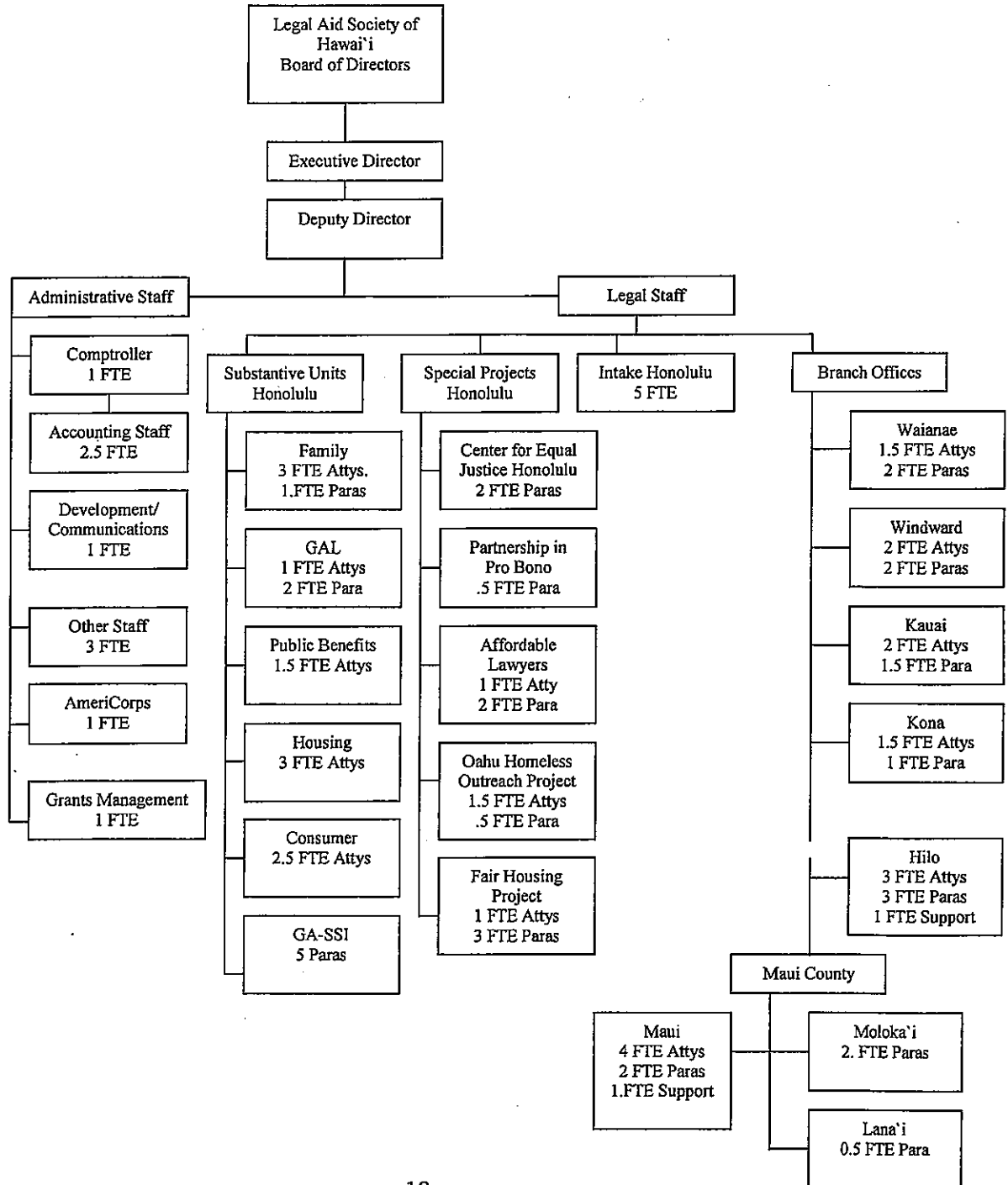
Legal Aid has an internal system of training staff on issues for which they must provide assistance. This system is a combination of internal training and retreats, external training opportunities within the State, participation in selected mainland events, and mentors:

- All advocates go through a comprehensive three-day orientation process, normally within the first three months of employment. Live lectures are supplemented with extensive materials and address every area of poverty law.
- All new staff members are also provided with either a mentor or a supervising attorney to provide initial guidance on program etiquettes, policies and internal program back-up capabilities.
- On an annual basis, Legal Aid provides in-house training on all substantive priority areas including family law, consumer issues, administrative benefits, and housing. In addition, each year at least one additional significant event is presented in-house on an important substantive law topic.
- Legal Aid takes advantage of local training events by sending individual staff members to attend as appropriate. These include legal seminars offered by the Bar Association, the courts, private training providers, and others.
- Legal Aid uses national opportunities to train staff. Each year, an average of 12 to 14 individuals is sent to national training and conferences. Legal Aid also brings national leaders to train staff on a variety of issues. Last year, Maria Foscarinis, the Executive Director of the National Law Center on Homelessness & Poverty and a major architect of the McKinney-Vento Act, the first—and remains the only – comprehensive federal legislative response to homelessness, helped train the staff on homeless legal issues. Finally, each year staff attends external local training and almost all Legal Aid staff

attends internal training and conferences such as public benefits training, internal task force training, management training, etc.

- Monthly “brown bag” workshops are offered in the Honolulu Office to keep staff from Legal Aid and partner social service agencies abreast of developing legal issues. Each month, 15 to 30 staff participates in these training events. These training workshops are available throughout the state using Legal Aid’s videoconferencing capabilities.
- Annually, Legal Aid holds a 2 day managers’ retreat to give management staff a chance to refocus and realign their work with the goals of Legal Aid and the changing challenges facing Hawai'i’s disadvantaged.
- Monthly case reviews are on going learning opportunities for Legal Aid staff. The periodic review of each offices open cases also gives staff an opportunity to learn from peers in other offices.
- In addition to training related directly to service delivery, Legal Aid offers its staff safety training to enhance their personal health and on-the-job safety.

**B. Organizational Chart (Current)**



**VI. OTHER**

**A. Litigation**

There is no pending litigation against Legal Aid.

**B. Licensure or Accreditation**

Any attorneys providing services under this contract shall be licensed to practice law in the State of Hawai'i. Specific licensure or accreditation for the agency is not required to provide services.

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

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

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

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

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

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

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

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

Legal Aid Society of Hawaii  
(Typed Name of Individual or Organization)

[Redacted Signature]  
(Signature)

01/31/08  
(Date)

Charles K. Greenfield  
(Typed Name)

Executive Director  
(Title)

## Attachment A

### List of Grants and Contracts

Legal Aid Society of Hawaii  
Grants & Contracts 2007-2008

Grant/Contract Title	Agency	Contact Information	Term
United Way	Aloha United Way, Kauai United Way, Hawaii United Way		2008
Advocates for Children	Maui Community College RDP		3/2/06 – 6/30/08
AmeriCorp – Project Laulima	UH-HI Commission for Nation and Community Service		9/01/07 – 9/06/08
Basic Field General HI	Legal Services Corporation	John Meyer, Director Office of Information Mgmt. <a href="mailto:meyerj@lsc.gov">meyerj@lsc.gov</a> (202) 295-1505	Jan – Dec 2007
Civil Legal Services for Hawaii's Needy Population	Hawai'i Justice Foundation/Judiciary (IOLTA)	Bob LeClair Esq. <a href="mailto:hjf@hawaii.rr.com">hjif@hawaii.rr.com</a> (808) 537-3886	1/08-12/08
Custody Evaluation Services (Maui)	Judiciary		7/1/06-6/30/07
Domestic Violence Legal Services (TANF/TAONF)	DHHS		7/1/07-6/30/08
Elderly Legal Services (Hilo, Title III)	Hawai'i County Office on Aging		7/1/07-6/30/08
Fair Housing Initiatives	HUD		07-08 07-10
General Legal Services (GIA)	Judiciary		7/1/07-6/30/08
Guardian Ad Litem Services (Oahu)	Judiciary		7/1/07-6/30/08
Guardian Ad Litem Services (Maui)	Judiciary		7/1/07-6/30/08 7/1/08-6/30/09
Guardian Ad Litem Services (Hilo)	Judiciary		7/1/07-6/30/08
Holistic Legal Services for Maui County's Most Vulnerable	Maui Community Partnership Grants DHHS		FY's 06-07; 07-08

Legal Aid Society of Hawaii  
Grants & Contracts 2007-2008

Holistic Legal Services for the Homeless on Maui	Fred Baldwin Memorial Foundation		4/3/06-3/2/07
Holistic Legal Services/SHP	City & County of Honolulu/HUD		10/1/08-9/20/2009
Housing Counseling	HUD		FY07
Homeless Legal Advocacy and Prevention Project (Kauai)	Kauai County Housing Agency		12/19/06 - 12/18/07
Indigent Legal Assistance Fund	Hawai'i Justice Foundation/Judiciary (ILAF)	Bob LeClair Esq. <a href="mailto:hjf@hawaii.rr.com">hjf@hawaii.rr.com</a> (808) 537-3886	7/1/07-6/30/08
IRS Low Income Taxpayer Clinic (LITC)	US Dept. of the Treasury		2008 for the 2007 tax year
Kaua'i United Way			FY 06-07
Legal Assistance to Victims (Kauai)	MOU/Collaboration w/ Na Loio, HSCADV, SATC, DVCLH, et al		07-09
Legal Advocacy, Outreach, and Referral Services to Protect the Rights of Children & Their Families	OCS, DLIR		4/1/07-3/31/08
Social Security Advocacy	DHS		2/14/06-2/13/08
Social Security Advocacy - Kids	DHS		10/1/04-6/30/08
Special Counsel (Maui)	Judiciary		7/1/07 - 6/30/08
Teen Parent & the Law Project (Kaua'i)	Hawai'i Community Foundation/Hawai'i Children's Trust Fund		3/1/06 - 2/28/09
Title III & IIIE (Maui)	Maui County Office on Aging		FY 08-09
2007 Special Grant	Hawaii Women's Legal Foundation		Applied for



## Attachment B

### Job Descriptions

## APPENDIX I JOB DESCRIPTIONS

### A. Executive Director

#### 1. General Responsibilities

The Executive Director will act as the chief executive of the Corporation and will be appointed by and be accountable to the Board of Directors, Legal Aid Society of Hawaii. The Executive Director will be specifically responsible for ensuring the economical and effective delivery of legal services and the maintenance of the highest quality of services and professional standards.

#### 2. Duties

- a. Supervision and direction of the day-to-day affairs of the Corporation.
- b. Hiring and firing of all staff attorneys and all personnel consistent with the personnel procedures to be established by the Board of Directors. Responsible for coordinating evaluation of all employees.
- c. Responsibility for the efficient management of the local offices, divisions and other components of the Corporation. This responsibility includes, but is not limited to, coordination of staff work product, training, fund raising, technical assistance, fiscal management, including but not limited to the cash receipt log unless otherwise delegated, compliance with applicable regulations of funding sources, and expansion of services, program budget and resource allocations.
- d. Responsible for maintenance of data and issuance of authorizations to payroll to effect changes to payroll.
- e. Oversees management and accounting for fiscal matters including: approval of all purchases over \$100.00; bank statements, bank reconciliation and general journal entries. These duties may be delegated when in writing.
- f. Perform and coordinate Private Bar Attorney Involvement work and assignments as appropriate.

APPENDIX I JOB DESCRIPTIONS

A. Executive Director (Continued)

3. Qualifications

- a. Admitted to the practice of law before the court of any state for a period of five years.
- b. Admitted to the practice of law in the State of Hawaii or willingness to take the next bar examination.
- c. At least two years of experience as a managing attorney or director of a legal services program or similar experience.

4. Salary

Commensurate with experience and approval of the Board of Directors.

## APPENDIX I JOB DESCRIPTIONS

### B. Deputy Director

#### 1. General Responsibilities

The Deputy Director will act as the delegee of the Chief Executive of the Corporation and will be appointed by and accountable to him/her. The Deputy Director will be specifically responsible for insuring the smooth delivery of quality services. The Deputy Director as the delegee of the Executive Director will be responsible for the overall litigation and management oversight of the Program.

#### 2. Duties

- a. The Deputy Director or his/her delegee shall be responsible for monitoring the day to day activities and smooth flow of documents in the brief and pleadings bank.
- b. The Deputy Director or his/her delegee will be responsible for issuing from time to time a program update/newsletter to all offices of the program regarding issues relating to litigation or to personnel.
- c. The Deputy Director or his/her delegee shall be responsible for monitoring the intake systems for each office.
- d. The Deputy Director or his/her delegee shall be responsible for the training needs of the Corporation's staff.
- e. The Deputy Director or his/her delegee will be responsible for monitoring the periodic case reviews of staff and updating from time to time case review and evaluation forms.
- f. The Deputy Director will monitor for updates/newsletters the current major litigation in the Program.
- g. Performs and coordinates Private Bar Attorney Involvement work and assignments as appropriate.

APPENDIX I JOB DESCRIPTIONS

B. Deputy Director (Continued)

- i. Voluntarily accepts additional responsibilities as experience grows.
- j. Demonstrates attitudes and behavior which benefit the Corporation, such as:
  - (1) Initiative, organization, cooperation, and creativity;
  - (2) Leadership and setting good examples for other staff to follow;
  - (3) Sensitivity to resource limitations.
- k. Performs all other duties as delegated.

3. Qualifications

- a. Admitted to the practice of law in the State of Hawaii or the willingness to take the next bar examination.
- b. At least one year experience in any one of the specific detailed duties described above.

4. Relationship

- a. Reports to the Executive Director.
- b. Reserved.

5. Salary

Commensurate with experience and coordinated with the Board of Directors.

APPENDIX I JOB DESCRIPTIONS

C. Comptroller

1. General Responsibilities

Under the direction of the Director, the Comptroller is responsible for the fiscal and budgetary management of the program.

2. Duties

- a. Receives and opens mail for accounting department.
- b. Reviews cash disbursements input, codings and allocations into the computer; double checks all compilations; verifies receipt of purchases.
- c. Reconciles all checking accounts such as but not limited to:
  - (1) General Fund
  - (2) Payroll Account
  - (3) Clients' Trust Accounts for all offices
  - (4) Litigation Accounts for all offices
  - (5) Petty Cash Accounts for all offices
  - (6) Seniors Donation Account
- d. Reviews General Ledger input into computer on a monthly basis.
- e. Prepares annual budget for entire program and compares monthly actual expenditures to budgeted amount to avoid deficit spending.
- f. Prepares schedules and assists auditors for independent annual audit.
- g. Prepares monthly or quarterly reports as required.
- h. Prepares annual budget for various funding sources for funding:
  - (1) State of Hawaii
  - (2) Legal Services Corporation
  - (3) Hawaii Island United Way, Aloha United Way
  - (4) Other sources

APPENDIX I JOB DESCRIPTIONS

C. Comptroller (Continued)

- i. Highlights cash-flow status to Executive Director.
  - j. Prepares monthly invoices and billings to all parties indebted to the Corporation.
  - k. Performs and coordinates Private Bar Attorney Involvement work and assignments as appropriate.
  - l. Voluntarily accepts additional fiscal and management responsibilities as experience grows.
  - m. Demonstrates attitudes and behavior which benefit the Corporation, such as:
    - (1) Initiative, organization, cooperation, and creativity;
    - (2) Leadership and setting good examples for other staff to follow;
    - (3) Sensitivity to resource limitations.
  - n. Performs all other duties as delegated.
3. Specifications
- a. Minimum qualification: accounting degree, CPA or MBA preferred, but not necessary.
4. Relationships
- a. Works closely with Executive Director.
  - b. Maintains close working relationship with Accounting Department staff.
5. Salary
- Salary is based upon experience.

## APPENDIX I JOB DESCRIPTIONS

### G. Staff Attorney

#### 1. General Responsibilities

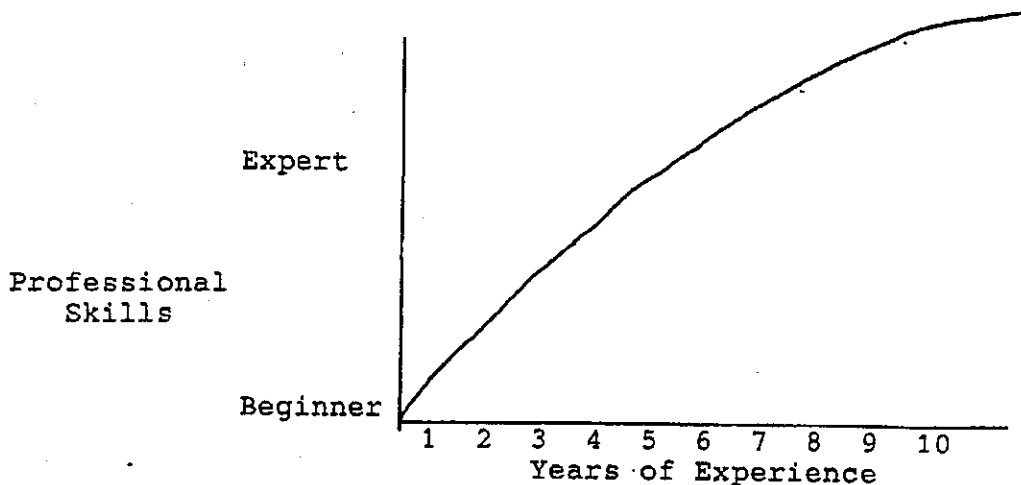
Subject to assigned supervision, the staff attorney renders legal services in the civil field to eligible persons and groups. The Staff Attorney's duties are expected to grow in magnitude continually over time. Thus, the duties listed herein are divided into two categories, 1) Basic Duties which all attorneys are expected to fulfill, and 2) Advanced Duties which attorneys are expected to strive for as they gain more experience, and which they are expected to fulfill in any event with 5 years' experience or more.

#### 2. General Policy

It is the mission of the Corporation to provide quality civil legal services to the poverty community through committed and motivated staff attorneys despite limited resources. Staff Attorneys shall provide services consistent with a lawyer's obligation to maintain the highest standards of ethical conduct. To accomplish this purpose Staff Attorneys are expected to increase their skill levels and responsibility commensurate with their years of experience.

##### a. Skill Development

Regardless of position or location, every Corporation attorney is expected to demonstrate a level of professional skill that accurately reflects his/her years of experience as an attorney. This expectation can be graphically expressed as follows:



APPENDIX G-1

Eff. 7/1/88



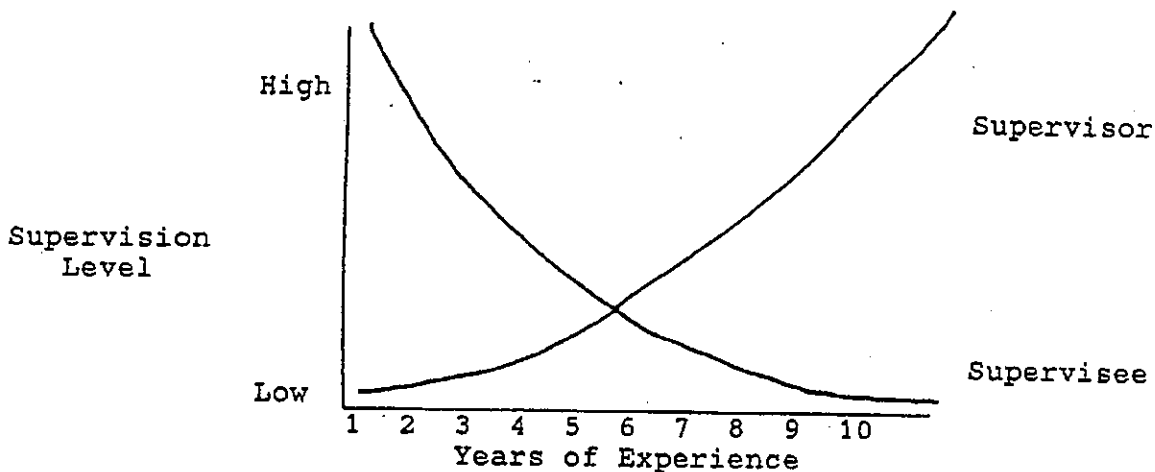
APPENDIX I. JOB DESCRIPTIONS

G. Staff Attorney (Continued)

As shown in the graph above, the greatest rate of increase in professional skills is expected during the first 5 years of experience. Beyond 5 years' experience an attorney should reflect a skill level which is competent but always increasing. "Professional skills" are defined in detail in the following attorney job descriptions under "Duties".

b. Supervision

As the attorney's experience and skill increase, the supervision s/he requires should decrease over time while his/her supervisory abilities should increase over time. This expectation can be graphically expressed as follows:



A beginning attorney should do little, if anything, without supervision and should have no supervisory responsibility over others. A mid-level attorney should require lower levels of supervision and should have increased supervisory responsibility over others. An experienced attorney (e.g. 10 years) should spend a significant amount of time supervising and should require little supervision, although some supervision is always required no matter how experienced the attorney.

APPENDIX I JOB DESCRIPTIONS

G. Staff Attorney (Continued)

c. Management Structure

Corporation management structure shall be created and implemented by the Executive Director, who shall have the discretion to delegate supervisory responsibilities to Corporation staff.

3. Basic Duties

- a. Competent and effective practice of law in accordance with all applicable laws, including LSC statutes and regulations, Corporation standards, policies and procedures, the Code of Professional Responsibility, and all court policies, rules and procedures.
- b. Develop expertise in at least one field of law within the Corporation priorities.
- c. Submit to guidance by his/her supervising attorney.
- d. Develop an education program directed to the client community regarding rights and responsibilities in his/her special area of expertise.
- e. In coordination with his/her supervisor(s), communicate with and establish contacts and relationships with community organizations and low-income groups.
- f. Report or refer the following to appropriate Corporation authority as may be required after consultation with his/her supervisor:
  - (1) All potential class actions, appeals and significant litigation;
  - (2) All appropriate memoranda or briefs to the pleadings bank;
  - (3) All monthly or quarterly legislative and administrative representation reports required by LSC; and
  - (4) All other reports or referrals required by law, LSC regulations, and Corporation policies and procedures.

APPENDIX I JOB DESCRIPTIONS

G. Staff Attorney (Continued)

- g. Voluntarily accepts additional litigation and management responsibilities as experience grows.
- h. Demonstrates attitudes and behavior which benefit the corporation, such as:
  - (1) Initiative, organization, cooperation, and creativity;
  - (2) Leadership and setting good examples for other staff to follow;
  - (3) Sensitivity to resource limitations.
- i. Performs all other duties as delegated.

4. Advanced Duties

- a. Practice of Law:
  - (1) Maintain a caseload with less supervision;
  - (2) Participate with other staff and litigation supervisors in conducting complex litigation and appeals;
  - (3) Identify practices and/or laws which adversely affect the rights and diminish the benefits of poor people in Hawaii and devise creative strategies for addressing these problems;
  - (4) Acquire and disseminate to Corporation staff, through intensive research, specialized knowledge in at least one field of poverty law, including the preparation of memoranda, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s); and
  - (5) Consult and advise other staff attorneys on such specialized knowledge of fields of law including organizing and/or presenting task forces or training sessions for attorneys and/or paralegals as requested.

APPENDIX I JOB DESCRIPTIONS

G. Staff Attorney (Continued)

- b. Personnel Management: Upon assignment by the Executive Director or his/her delegee:
  - (1) Supervise other staff in accordance with Corporation standards and personnel policies;
  - (2) Recommend personnel changes, including promotions, demotions, hiring, discipline, and firing;
  - (3) Administer all assigned Corporation systems.

5. Relationships

- a. Reports to his/her assigned supervisor(s) for guidance and for periodic case review at least once every two months during the first year of employment and thereafter at his/her supervisor's discretion consistent with the Corporation policies.
- b. Maintains a close working relationship with his/her assigned supervisor(s) and other staff.

6. Specifications

- a. A member of the Bar of the State of Hawaii or admission within a reasonable length of time after employment.
- b. Ready access to an automobile or other means of transportation.

7. Salary

Based upon the Corporation salary schedule.

## Attachment C

### Résumé's

**CHARLES GREENFIELD**  
**Legal Aid Society of Hawaii**  
924 Bethel Street  
Honolulu, HI 96813  
(808) 527-8010 (office)  
chgreen@lashaw.org

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**PROFESSIONAL EXPERIENCE**

**EXECUTIVE DIRECTOR**

**LEGAL AID SOCIETY OF HAWAII**

May 2006 – Present

Honolulu, Hawaii

- Direct statewide legal services program with 9 offices, including 100 staff.
- Report to 23-member Board of Directors
- Prepare, administer and oversee \$4.8 million annual budget.

**EXECUTIVE DIRECTOR**

**LEGAL SERVICES OF NORTHERN VIRGINIA**

June 1999 – May 2006

Falls Church, Virginia

- Direct regional legal services program with 8 offices, including 50 staff and 275 *pro bono* volunteers in five counties
- Report to 27-member Board of Directors
- Prepare, administer and oversee \$3 million annual budget
- Facilitate staff collaboration on program policy development, including an emphasis on equitable and respectful personnel approaches and practices
- Oversee grant application process and implementation: over 35 funders, including local, state and federal governments, foundations, corporations, and United Way
- Coordinate and implement private bar fundraising campaign, "The Campaign for Legal Aid"; increased annual private bar donations from less than \$20,000 to \$225,000
- Work cooperatively with, and make presentations to, local county boards of supervisors, city councils, and other governmental bodies
- Energetic partner with community groups, bar associations, judges, agencies, human services coalitions, and clients to address issues adversely affecting our client community and to improve access to legal services
- Lobby state and local legislative bodies on issues benefiting our client community and to increase funding for legal services
- Actively participate in events and activities of the National Legal Aid and Defender Association, ABA, Management Information Exchange, state and local bar
- Advocate for needs of our client community in various venues, including administrative, judicial, legislative, the media, and with current and potential donors

**ATTORNEY**

July 1998 - June 1999

California and District of Columbia

- Represent victims of Micronesian natural disaster against FEMA in the U.S. District Court

- for the Northern District of California and the Ninth Circuit Court of Appeals
- Represent union employees in employment law matters in the District of Columbia

**DIRECTING ATTORNEY/DIRECTOR OF LITIGATION**  
**MICRONESIAN LEGAL SERVICES CORPORATION (MLSC)**

Federated States of Micronesia

Director of Litigation, Federated States of Micronesia June 1995 - June 1998

- Direct, coordinate and support litigation activities in the program's four offices located in four separate states in the Federated States of Micronesia. Supervision, co-counseling, advice, research, and direct representation.

Program-wide Training Coordinator Sept. 1991 - June 1998

- Coordinate training and continuing legal education activities of MLSC staff, consisting of nine, culturally diverse, Pacific Island offices (Federated States of Micronesia, Palau, Republic of Marshall Islands, and the U.S. - Commonwealth of the Northern Marianas Islands)

Directing Attorney, Kosrae Office June 1992 - June 1995

- Direct litigation, supervise and train staff of regional legal services office. Provide representation in civil matters before the state and national courts and administrative agencies.

Directing Attorney, Chuuk Office Nov. 1990 - June 1992

- Direct litigation, supervise and train staff of regional legal services office. Provide representation in civil matters before the state and national courts and administrative agencies.

Director of Litigation, Chuuk Office Aug. 1989 - Nov. 1990

- Direct and coordinate the office's litigation. Represent clients in a variety of civil matters in state and national courts

**ATTORNEY**

**LEGAL AID SOCIETY OF SANTA CLARA COUNTY**

San Jose, California

Staff Attorney Dec. 1982 - Aug. 1989

- Represent clients before state and federal courts and administrative agencies, primarily in social welfare and health areas. Community group outreach and advocacy activities. Training and supervision of law students from Stanford University and Santa Clara University Law Schools. Training and supervision of paralegals.

Administrative Law Unit Coordinator 1984 - 1987

- Responsible for overall coordination of administrative unit, including the training and supervision of paralegals and law students.

Paralegal

Dec. 1974 - Dec. 1982

- Represent clients before administrative agencies and administrative law judges in social welfare and health matters. Administrative and legislative advocacy activities.

EDUCATION

May 1982	<b>Juris Doctor</b> , Golden Gate University School of Law, San Francisco, CA
April 1982	<b>Graduate, Public Interest Law Program</b> , Law School Consortium of Hastings, Golden Gate University, University of San Francisco and Santa Clara University Schools of Law
May 1975	<b>Bachelor of Science</b> , San Jose State University, San Jose, CA

BAR ADMISSIONS

April 2000	Commonwealth of Virginia
July 1999	State of Maryland
Feb. 1999	District of Columbia
Jan. 1999	United States Supreme Court
April 1990	Supreme Court of the Federated States of Micronesia
Dec. 1982	State of California



# M. NALANI FUJIMORI

924 Bethel Street ▪ Honolulu, Hawaii 96813 ▪ (808) 527-8014

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## EDUCATION

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- 1995-1998 **Juris Doctorate**, New York University School of Law, New York, NY  
1990-1994 **Bachelor of Arts**, *magna cum laude*, *Phi Beta Kappa*, Macalester College, St. Paul, MN  
1977-1990 **Honors Diploma**, Kamehameha Schools, Honolulu, HI

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## EXPERIENCE

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- 4/2004 - present **Deputy Director**  
Legal Aid Society of Hawai'i, Honolulu, HI
- Wrote and executed complex \$300,000 per year statewide Legal Advocacy for Families and Children grant. In November 2005, negotiated an additional \$170,000 allocation due to effective service delivery and increase of safety and stability for children.
  - Designed and wrote grants for potential new initiatives in special education, pro se court assistance, and litigation support.
  - Increased Legal Aid's visibility in the legislature through facilitation of and direct testimony upon request on issues affecting social justice for the low-income population.
  - Directed LSC required priority setting process to provide critical information to the Board through over 100 one-on-one interviews with community partners, and surveys.
  - Increased camaraderie and facilitated team work in Honolulu Office through monthly program manager meetings and on-going mentoring of managers and staff.
  - Supervised and provided guidance on complex litigation issues, including tax-credit rent-to-own housing, birth parent visitation appeal and child welfare issues.
  - Facilitated Legal Services Provider Network aimed at increasing communication and partnerships between non-profit legal service agencies in the state.
  - Initiated staff and manager evaluation process to provide feedback.
  - Led organization during Executive Director's sabbatical and absences, including providing reports to the Board, participating on DHS' Financial Assistance Advisory Council, and providing direction to staff to ensure on-going internal operations.
  - Conducted national trainings on diversification of funding, entrepreneurship and nationally recognized fee-for-service program.
- 12/2005 - 5/2005 **Interim Executive Director**  
Legal Aid Society of Hawai'i, Honolulu, HI
- Secured \$25,000, one month contract to provide assistance to Medicaid clients with Medicare Part D enrollment.
  - Initiated bi-weekly "Tidbits and Thoughts" to update staff on program developments and directions, clarify policies and regulations, and deadlines and events.
  - Began planning with relevant staff for expansion by building strategic partnerships for innovative grants in food stamp outreach, health law and legal services to foster youth.
  - Setting groundwork for private bar campaign and engaging in personalized thank yous and recognitions for donors and community members.
  - Working in partnership with Volunteer Legal Services Hawaii to address detrimental HSBA changes to the definitions of pro bono services.
  - Facilitating evaluation of Center for Equal Justice to expand brief service delivery.
  - Continuing work with Hawaii Alliance for Community Based Economic Development on asset building strategies to transition low-income individuals to self-sufficiency.

8/2001 - 6/2004

**Managing Attorney**

Legal Aid Society of Hawai'i, Wailuku, HI

- Managed Maui County offices and provided direct oversight of a \$600,000 budget. Raised over \$100,000 in additional funds with Strengthening Families through Supportive Legal Services and Lanai Leadership Capacity Development grants.
- Mentored and coached new attorneys to develop self-confidence, litigation skills and substantive law knowledge to provide quality representation to clients.
- Directed \$100,000 federally funded Fair Housing Education and Outreach Project located on Oahu that reached over 20,000 individuals through trainings, outreach, media appearances and creation of Hawai'i's first Fair Housing Law in Hawai'i manual.
- Represented parents and children in CPS cases on Maui, Moloka'i and Lana'i, including rare overturn of a temporary foster custody order resulting in the immediate return of a child to her mother.
- Provided leadership on elder law issues for County, including, but not limited to incapacity planning, elder abuse, consumer fraud and Medicare.
- Raised funds with consumer law unit attorney to produce Legal Aid's first Consumer Law Manual and provide consumer law training to seniors and social service providers.
- Assisted with design of national MIE Managers in the Middle conference and trained managing attorneys on diversity, fundraising and teamwork.

3/1999 - 7/2001

**Staff Attorney**

Legal Aid Society of Hawai'i, Kaunakakai, HI

- Represented clients in areas of family, consumer, public benefits, housing, child welfare and elder law. Successfully negotiated settlement for client who was illegally garnished, maintained custody for client in heavily litigated divorce, and counseled parents to participate in services for return of their children from child welfare.
- Supervised and developed the capacity of paralegal staff to handle supplemental social security income cases, conduct divorce clinic and handle consumer debt collection cases.

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**COMMUNITY INVOLVEMENT**

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3/2005 - 12/2005	Member, Hui Ana Ka Whenua (Mala 'Ai 'Opio Youth Organic Farm Delegation to World Indigenous People's Conference in Aotearoa)
9/2005 - present	Member, Hawai'i State Advisory Council, United States Civil Rights Commission
7/2004 - present	Director and Legislative Committee Chair, Hawai'i Women Lawyers
7/2004 - present	Member, Litigation Committee, American Civil Liberties Union
2/2004 - present	Member, Envision Hawai'i
12/2002 - 6/2004	Director, Maui County Bar Association
2003	Fellow, Discovering Leadership, Asian Pacific American Women's Leadership Institute
2002	Campaign Coordinator, Rouse for House, House of Representatives 13 <sup>th</sup> District
2002	Member, Hawaiian Canoe Club
1999 - 2001	Member, Moana's Hula Halau
1999 - 2001	Director, Molokai Occupational Center
1999 - 2000	Director, Hale Ho'okupa'a Outpatient Residential Treatment Center

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**LICENSES**

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5/1999

Admitted into the Hawaii State Bar

# WAYNE U. H. KEAWE, C. P. A.

924 Bethel Street  
Honolulu, Hawai'i 96813  
808/536-4302

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## EMPLOYMENT

**LEGAL AID SOCIETY OF HAWAII**  
**CONTROLLER** 1992 - PRESENT  
HONOLULU, HAWAII

Responsible for the financial and administrative functions of the Legal Aid society of Hawaii including, but not limited to, financial statements, budgets, internal controls, information system supervision, computer maintenance.

**SELF-EMPLOYED** 1991 - 1992  
HOUSTON, TEXAS  
Partnership with brother-in-law in oil field mapping and surveying.

**CONSUMER TIRE AUTO CENTERS**  
**DIVISION CONTROLLER** 1985 - 1991  
HONOLULU, HAWAII

A subsidiary of Tire Masters, Inc., San Jose, California. A division of Nisho Iwai, Inc., Osaka, Japan. In charge of all accounting for the Hawaii division including financial statements, budgets, internal controls, inventory controls, personnel and statement analysis. Directed change from manual to computerized system.

**Y. S. INCORPORATED**  
**CONTROLLER** 1979 - 1985  
HONOLULU, HAWAII

Supermarket chain in Hawaii with sales of \$65,000,000 and 250 employees. Duties included preparation of financial statements, supervision of accounting department, internal controls of store cash, fixed asset acquisition, store budgeting and all tax reporting.

**OHATA & COMPANY CPA's**  
**SENIOR STAFF ACCOUNTANT** 1977 - 1979  
HONOLULU, HAWAII  
Audit and tax for retail clients.

**SEINO, HORIKAWA AND NEKOBA CPA's**  
**STAFF ACCOUNTANT** 1975 - 1977  
HONOLULU, HAWAII  
Audit, bookkeeping and taxes for various clients.

**VINEYARD MEDICAL CLINIC**  
**BOOKKEEPER** 1973 - 1975  
Bookkeeper for partnership of Doctors.

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## EDUCATION

**UNIVERSITY OF HAWAII AT MANOA, B.B.A.** 1974  
HONOLULU, HAWAII

**VENICE HIGH SCHOOL** 1969  
VENICE, CALIFORNIA

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**STEPHEN P. DUCK, ESQ.**

94-281 Kupulau Place  
Mililani, Hawai'i, 96789-1824  
(808) 391-2658 / *SteveDuck@gmail.com*

**EDUCATION:**

University of Hawai'i, William S. Richardson School of Law  
Honolulu, HI  
Juris Doctor (2002)

University of the State of New York, Regents College  
Albany, NY  
Bachelor of Science, Sociology (1992)

**EXPERIENCE:**

**Legal Aid Society of Hawai'i, 2002 - Present, Staff Attorney/Unit Head, Family Law Unit**

Supervise Family Law Unit consisting of five attorneys and one paralegal. Responsible for assisting clients with a wide range of family issues, including adoption, guardianship, paternity, divorce, child custody, and child support. Provide services that range from counsel and advice through full representation at trial. Provide family law training to Legal Aid staff. Provide outreach services to parents of minor children in the local courts and in the community.

**Law student, 1999 - 2002**

Spring 2002 - **Judge Michael Town, First Circuit Court.** Law Clerk (part-time volunteer).  
Oct. 2000 - Dec. 2001 - **Legal Aid Society.** Law Clerk, Family Law Division.  
Summer 2000 - **U.S. Census Bureau.** Census Enumerator and Asst. Crew Leader.

**United States Coast Guard, 1979 - 1999, Special Agent**

Retired as Special Agent in Charge, Coast Guard Investigative Service, Resident Agent Office, Honolulu, Hawai'i. Responsible for the investigation of all felonies within the Coast Guard's jurisdiction. Managed field office with three full-time and five part-time special agents. Assisted federal prosecutors in preparing and presenting cases at trial.

**SKILLS & TRAINING:**

Criminal Investigator Course, Federal Law Enforcement Training Center, Glynco, GA.  
Reid Interviewing Technique, John E. Reid and Associates, Inc., Washington, DC.  
Advanced Financial Fraud, Federal Law Enforcement Training Center, Glynco, GA.  
Crime Scene Processing, Institute of Police Technology & Mgmt., Jacksonville, FL.  
International Homicide Investigation Seminar, Hocking College, Nelsonville, OH.

**NICOLE C. FORELLI**  
295 Lauala Street  
Wailuku, HI 96793  
(808) 242-1839 (H) (808) 244-3731 (W)  
e-mail: niforel@lashaw.org

Admitted: Hawaii State Bar, California State Bar and Commonwealth of the Northern Mariana Islands Bar

## **EXPERIENCE**

- June 2004-present      **Managing Attorney**  
Legal Aid Society of Hawaii  
Wailuku, Maui, Hawaii
- Manage Maui County offices (Maui, Molokai and Lanai)
  - Supervise staff attorneys and paralegal
  - Write and monitor grants and oversee budget
  - Represent clients in various matters, including family law, public benefits, housing law, consumer law and elder law
  - Provide Guardian Ad Litem and Parent Counsel services in Child Protective Service (CPS) cases
  - Conduct custody evaluations in contested divorce and paternity cases
  - Work with community service providers to help clients
  - Conduct trainings and outreach to the community and other service providers
- Mar. 2003-June 2004      **Supervising Attorney**  
Mar. 2002-Mar. 2003      **Staff Attorney**  
Domestic Violence Clearinghouse and Legal Hotline  
Wailuku, Maui, Hawaii
- Supervised staff attorney, paralegal and legal secretary
  - Managed daily office operations
  - Represented victims of domestic violence in family law matters (divorce, paternity and restraining order hearings)
  - Handled hotline calls from victims of domestic violence
  - Worked with community service providers to help clients
  - Educated community on issues of domestic violence
  - Trained police officers on domestic violence cases
- Nov. 2000-March 2002      **Deputy Prosecuting Attorney**  
Department of the Prosecuting Attorney  
County of Maui  
Wailuku, Maui, Hawaii
- Prosecuted domestic violence cases
  - Prosecuted juvenile cases
  - Trained police officers on investigation of domestic violence cases
- Oct. 1993-Nov. 2000      **Assistant Attorney General, Criminal Division**  
Office of the Attorney General  
Saipan, Commonwealth of the Northern Mariana Islands
- Prosecuted felonies and misdemeanors, focusing primarily on domestic violence and child abuse/neglect (vertical prosecution)
  - Member of the Family Violence Task Force (FVTF)

- Member of the Multi-Disciplinary Response Team (MDRT)
- Trained police officers on investigation of domestic violence cases
- Responsible for all dependency/guardianship cases
- Handled appeals to the CNMI Supreme Court and Ninth Circuit Court of Appeals
- Testified before the Legislature regarding legality of proposed legislation
- Educated the public on issues of domestic violence and child abuse

Oct. 1992-Oct. 1993      Assistant Attorney General, Civil Division  
 Office of the Attorney General  
 Saipan, Commonwealth of the Northern Mariana Islands

- Served as legal counsel for numerous government agencies, including the Division of Youth Services, the Commonwealth Health Center, the Department of Public Safety, the Board of Parole, the Office of Personnel Management and the Coastal Resources Management Office
- Wrote legal opinions
- Testified before the Legislature regarding legality of proposed legislation
- Educated public on legal issues affecting the community

Oct. 1990-Sept. 1992      Attorney (Environmental Group)  
 Oct. 1988-Oct. 1989      Pillsbury, Madison & Sutro  
 San Francisco, California

- Advised clients on all aspects of compliance with local, state and federal environmental laws
- Created environmental compliance manuals for clients
- Assisted in environmental litigation (discovery, motions)
- Conducted environmental audits

Oct. 1989-Oct. 1990      Staff Attorney  
 United States Court of Appeals for the Ninth Circuit  
 San Francisco, California

- Researched criminal motions filed by prisoners
- Presented recommendations on motions to panel of judges
- Wrote memorandums of disposition for the Court

June 1987-Sept. 1987      Summer Associate  
 Sonnenschein Carlin Nath & Rosenthal  
 Chicago, Illinois

- Legal research and writing
- Assisted in document production

Aug. 1986-Mar. 1987      Law Clerk  
 Tanick and Heins  
 Minneapolis, Minnesota

- Legal research and brief writing for small civil litigation firm

## EDUCATION

Law School:                  University of Minnesota, J.D., Cum Laude, 1988  
 Minneapolis, Minnesota  
 Honors: Dean's List

Activities: Managing Director of ABA Moot Court, Moot Court Board,  
Legal Writing Instructor, International Law Society, Minnesota Justice  
Foundation

Institute on International and Comparative Law, Summer 1986  
Paris, France  
International Law Classes

Undergraduate: University of Minnesota, B.A. 1985  
Minneapolis, Minnesota  
Majors: Journalism and French Literature  
Honors: Phi Beta Kappa, Phi Kappa Phi, Golden Key National Honor  
Society

Universite de Haute Bretagne, 1984  
Rennes, France  
French Classes

## RELEVANT TRAINING

- Public Benefits Training, Honolulu, HI, December 2004
- Children's Advocacy Training, Honolulu, HI, September, 2004
- Public Interest Substantive Law Training (Administrative Benefits, Housing Law, Consumer Law and Family Law, Honolulu, HI, September, 2004
- Domestic Violence and Cultural Competency-Advocating for Pilipino Survivors of Domestic Abuse and Immigration Relief for Survivors of Domestic Violence, Maui, HI, May, 2004
- Dynamics of Stalking, Maui, HI, April, 2004
- Assessing and Treating Childhood Trauma, Maui, HI, April, 2004
- How To Work More Effectively With Immigrant Survivors, Honolulu, HI, March, 2004
- Serving Severe Emotional and Behavioral Disturbance (SEBD) Youth, Maui, HI, January, 2004
- Volunteer Guardian Ad Litem Training, Family Court of the Second Circuit, Maui, Wailuku, HI, October, 2003
- National Institute of Trial Advocacy (NITA), Legal Services Advocacy Program, Honolulu, HI, March 2003
- Hawaii State Bar Association Annual Bar Convention: Using Child Development Research to Craft Age-Appropriate Parenting Plans, Honolulu, HI, October 2002
- Victims & Children Exposed to Batterers, Honolulu, Hawaii, September, 2002
- Search and Seizure/Abuse of Family Household Member Seminar, Hilo, Hawaii, May, 2001
- APRI Cultural and Immigration Issues in Domestic Violence Workshop, San Antonio, Texas, April, 2001
- NDAA childPROOF: Advanced Trial Advocacy for Child Abuse Prosecutors, Columbia, South Carolina, July, 2000
- Comprehensive Family Violence Training, Saipan, June, 2000
- NDAA Rural Domestic Violence Issues, Trial Advocacy, Columbia, South Carolina, February, 2000
- APRI Cultural and Immigration Issues in Domestic Violence Workshop, Miami, Florida, October 1999
- Forensic Interviewing Training, Saipan, June 1999
- NCDA 8<sup>th</sup> Annual National Conference on Domestic Violence, Dallas, Texas, October 1998
- Child Abuse and Sexual Assault Conference, Saipan, September 1998
- Family Violence Workshop, Saipan, May 1998
- Full Faith and Credit Conference, Albuquerque, New Mexico, October 1997
- NCDA Career Prosecutor Course, Houston, Texas, June 1997
- NCDA 6<sup>th</sup> Annual National Conference on Domestic Violence, Atlanta, Georgia, October 1996

# **MIKO L. MEYERS**

4434A Ahopueo Drive  
Kalaheo, Hawaii 96741  
(808) 639-2190  
emmeyer@lashaw.org

## **EDUCATION**

### ***Seattle University School of Law, Seattle, WA***

Juris Doctor, May 2003 – *Cum laude*; Criminal Law Focus  
Public Interest Law Foundation Summer Grant Recipient - 2002  
Law Practice Clinic - Youth Advocacy Project  
Co-Founder – Outreach Providing Education to Neighborhoods (OPEN)  
Member Access to Justice – Immigrant Child Advocacy Program

### ***University of San Diego School of Law, San Diego, CA***

First Year, August 2000-May 2001  
Member Criminal Law Society

### ***Western Washington University, Bellingham, WA***

BA in American Cultural Studies, June 1998

## **BAR MEMBERSHIP**

***Washington State Bar Association, Admitted November 2004***

***Hawaii State Bar Association, Admitted January 2005***

## **EXPERIENCE**

### ***Legal Aid Society of Hawaii, Lihue, HI***

**Managing Attorney, August 2006-Present**

Provide direct civil legal services to indigent clients. Work closely with community stakeholders. Forge and maintain relationships with other social service providers and agencies. Develop new projects and funding sources through grant writing and management. Supervise staff and assign cases. Manage office operations, complete and maintain a budget, and ensure compliance with LSC and Legal Aid policies.

**AmeriCorps Attorney, September 2004-August 2006**

Represent low income persons in the areas of Public Benefits: State and Federal; and Family Law: Custody, Guardianships, Adoptions, and CSEA hearings. Develop Homeless Project: outreach and representation of the homeless population on Kauai. Prepare for administrative agency hearings and Family, District, and Circuit Court hearings through collaboration with colleagues, research, investigation, and client meetings. Supply basic legal information to the general public.

**Legal Advocate, October 2003-August 2004**

Provide assistance to indigent clientele in the areas of Public Benefits: General Assistance, Food Stamps, Medicaid, and Social Security Benefits. Represent clients at Fair Hearings and draft follow up memorandums. Maintain current records for each client. Initiate contact with treating physicians and psychiatrists. Assist with guardianships, adoptions, and landlord/tenant matters. Educational outreach to local agencies and service providers. Develop and present training material on Representing Teenagers for staff training.

### ***Youth Advocacy Clinic, Seattle, WA***

**Rule 9 Legal Intern, January 2003-May 2003**

Handled a juvenile defense case and a special education case through Seattle University School of Law. Attended IEP meetings and met with education and child psychology professionals to develop comprehensive plans to submit to the school district. Ensured that the district and school were in compliance with IDEA. Provided representation for a juvenile accused of committing a crime. Interviewed witnesses and police officers. Wrote a trial brief, compiled evidence and prepared for trial. Based on evidence we provided the case was dismissed.

### ***Society of Counsel Representing Accused Persons (SCRAP), Seattle, WA***

**Rule 9 Legal Intern, May 2002-November 2002**

Represented juveniles accused of committing criminal offenses. Under supervision, served as first chair in a bench trial, resulting in dismissal. Conducted interviews and developed rapport with juveniles to gather information for arraignments. Represented juveniles at arraignment hearings, diversion review hearings, and detention review hearings. Researched and drafted motions to suppress and dismiss; other research on issues including what constitutes consent to search, actions constituting child molestation, and speedy trial.

***Other Experience:*** Legal Assistant (1999-2000), Teen Programs Coordinator (1998-2000), Day Camp Director (1999), Head Pre-School Teacher (1998-99), Assistant Day Camp Director (1998)



## **COMMUNITY INVOLVEMENT AND MEMBERSHIP**

### ***Rotary International***

**Group Study Exchange member to Manila, Philippines, February 2005-March 2005**

***Young Women's Christian Association (YWCA), Lihue, HI***  
**Secretary - Board of Directors, March 2004-present**

***Niumalu Canoe Club, Lihue, HI***  
**Club Vice President, February 2006-present**  
**Member, April 2004-present**

Robert D. Palin  
2029 Ala Wai Blvd. #303  
Honolulu, HI 96815  
(808) 955-9559

## Education

- 1973 Juris Doctorate  
University of Cincinnati, Cincinnati, OH  
1970 Bachelor of Science, psychology  
University of Pittsburgh, Pittsburgh, PA

## Professional

- 1988 Admitted to the Hawaii State Bar Association  
1976 Passed the Hawaii State Bar examination  
1973 Admitted to the Ohio State Bar Association

## Experience

### 2004-present Legal Aid Society of Hawaii, Honolulu Hawaii

#### Managing attorney for brief services unit.

Duties include: supervising a staff of approximately 6 paralegals and attorneys. The brief services unit is responsible for making phone calls or writing on behalf of the client, teaching the client how to fill out and file his/her own legal papers, interpretation of legal documents and any other services that would help a client negotiate the legal system without full representation.

### 1999-present Legal Aid Society of Hawaii, Honolulu, Hawaii

#### Managing attorney for intake unit.

Duties consist of: supervising a staff of approximately 20 attorneys and paralegals that determine if applicants are eligible for service, evaluate the applicant's legal situation and give immediate counsel and advice. Additional responsibilities include compliance with rules and regulations of the Legal Services Corporation, the largest source of funding to the Legal Aid Society of Hawaii.

### 1996-1999 Legal Aid Society of Hawaii, Honolulu, Hawaii

Contract attorney for intake unit

### 1988-1998 Down Under, Honolulu, Hawaii

Owner of specialty retail shop

### 1986-1988 Surf Line Hawaii, Ltd. Honolulu, Hawaii

Vice President of Sales and Marketing

- 1981-1985      **McInerny, Honolulu, Hawaii**  
                    Merchandise manager for men's division of chain of clothing stores.
- 1975-1981      **Liberty House Hawaii, Honolulu, Hawaii**  
                    Buyer of men's sportswear for 42 stores.
- 1973-1975      **Belmont County, Ohio**  
                    Public Defender, concurrent with private practice in probate and real estate law, with J.C.Heinlein, Jr.

## DANIEL E. POLLARD

2601 Myrtle Street, Honolulu, Hawaii 96816 (808) 735-8539 (H) or (808) 527-8018 (W)

### EXPERIENCE

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February 2001 to the present

*Staff Attorney, Legal Aid Society of Hawaii*

- Guardian Ad Litem unit head.
- Divorce, Paternity, Adoption, Guardianship, Child Support, TRO.

August 2000 to the present

*Adjunct Faculty Member for Chaminade University, Criminal Justice Program*

November 1996 to February 2001

*Deputy Prosecuting Attorney, City and County of Honolulu*

### EDUCATION

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1993-1996 *Seattle University Law School* Tacoma, WA

- Juris Doctor.
- 3<sup>rd</sup> Year at the University of Hawaii Richardson School of Law

1990 *University of Hawaii at Manoa* Honolulu, HI

- Postgraduate studies in business.

1985-1990 *University of New Mexico* Albuquerque, NM

- Dean's List.
- Athletic/Academic Honor Roll

1980-1985 *Punahou School* Honolulu, HI

### INTERESTS

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Surfing, Fishing, Boating, Biking, Organic Gardening, Family Activities

**STACIA MARIE SILVA**

1025 Wilder Avenue, #2-A  
Honolulu, Hawaii 96822  
(808) 545-7793

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**EDUCATION:**

**William S. Richardson School of Law, University of Hawaii at Manoa**  
Honolulu, Hawaii

J.D. May 1996

- Law Alumni/Friends Golf Tournament Scholarship Award

**University of Hawaii at Manoa, Honolulu, Hawaii**

B.A. in English, May 1993

- Golden Key Honor Society
- College of Arts and Sciences Dean's List
- Phi Eta Sigma Freshman Honor Society

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**WORK EXPERIENCE:**

**Legal Aid Society of Hawaii, Honolulu, Hawaii**

*Staff Attorney/Unit Head* January 1997 – Present

Practice Social Security disability law; supervise paralegals, law clerks and other personnel with regard to Social Security disability cases; manage all aspects of Advocacy Project.

**Hawaii Lawyers Care, Honolulu, Hawaii**

*Clinic Volunteer* January 1996 – December 1996

Taught underprivileged clients how to prepare and file pro se divorce actions; advised individual clients regarding a variety of legal problems.

**Legal Aid Society of Hawaii – Windward Branch, Kahaluu, Hawaii**

*Law Clerk* January 1995 – January 1996

Drafted memoranda, motions and conducted legal research; represented clients at Social Security disability and unemployment compensation administrative hearings (winning all cases); handled family, welfare, housing and consumer cases.

**Office of Consumer Protection, State of Hawaii, Honolulu, Hawaii**

*Law Clerk* Summer, 1994

Drafted memoranda, motions and conducted legal research; organized an informational pamphlet and display educating consumers regarding deceptive trade practices by jewelry merchants.

**Hawaii Review, University of Hawaii at Manoa, Honolulu, Hawaii**

*Managing Editor* May 1992 – May 1993

Handled journal subscriptions; managed journal distribution; organized literary readings; Answered incoming correspondence.

Office of the Attorney General, State of Hawaii, Honolulu, Hawaii

Executive Intern

Summer 1992

Drafted a handbook for Commerce and Economic Development Division; conducted research for antitrust legislation addressing improper practices of the local petroleum industry.

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**ORGANIZATIONS & COMMUNITY SERVICE:**

**Advocates for Public Interest Law.** *Board of Directors* 1995-1996, 2004 - Present  
Apil is the primary organization at the William S. Richardson School of Law devoted to the advancement of public interest law. The Board is the main governing body.

**Hui Po`okela Mortar Board Honor Society,** *Executive Board.* 1992 - 1993

Participated in various community service projects; organized annual alumni banquet.

**Rochelle E. Sparko**  
3024 Kalihi Street, Honolulu, HI 96819  
808-772-0523 • rochelle.sparko@gmail.com

Education

**Georgetown University Law Center, Washington DC**

Juris Doctor, May 2004

Activities: Co-Founder, Advocates for Contraceptive Equity  
Director, The Vagina Monologues  
Journal: Georgetown Journal of Legal Ethics  
Co-author of the Journal's best staff note, 2003

**Barnard College, New York, NY**

Bachelor of Arts, *magna cum laude*, May 2000

Major: Women's Studies  
Thesis: Making Babies: Israeli Society and the Funding of Reproductive Health Care, published in *The Lion's Letters: Columbia University Student Journal of Jewish Scholarship*  
Honors: Jane S. Gould Prize for a Woman's Studies Thesis, 2000

**Jewish Theological Seminary of America, New York, NY**

Bachelor of Arts, *magna cum laude*, 2001

Major: Midrash

Hebrew University, Jerusalem, Israel, study abroad, academic year 1998-99

Legal Experience

**Legal Aid Society of Hawai'i, Honolulu, HI**

Staff Attorney/AmeriCorps Attorney/Co-Unit Head

Current

Public benefits attorney assisting individual clients with administrative hearings and state court appeals regarding their state and federal benefits. Oversee legal interns in the public benefits unit. Offer technical assistance to other Legal Aid attorneys on their public benefits cases. Create training materials and conduct training for social service organizations. Research and draft public benefits section of Teen Training Manual to assist Legal Aid attorneys identify legal issues faced by teens in their attempts to access public education and public benefits. Draft intake training materials to assist new Legal Aid staff identify public benefits issues when screening potential clients. Conduct outreach to those who may be eligible for services under Legal Aid's teen outreach grant. Testify before State Legislature on issues of importance to Legal Aid's clientele. Work on intake hotline screening potential clients for eligibility and offering counsel and advice on a variety of legal issues to callers.

**Legal Aid Society of the District of Columbia, Washington, DC**

Legal Intern

Spring 2004

Represented client in Section 8 hearing. Engaged in legal research and writing and factual investigation of cases including witness interviews, home inspections, and document review. Drafted pleadings and attended trials.

**Georgetown University Law Center, Washington, DC**

Research Assistant, Professor Kathryn Zeiler

Fall 2003

Researched and drafted memoranda on issues of current interest in health care for use by the professor in classroom exercises. Maintained a website for the professor's course.

**Center for Reproductive Rights, New York, NY**  
Legal Intern, International Law Program

Summer 2003

Researched and analyzed international human rights issues relating to reproductive rights and health. Conducted initial research for a new focus area on women's ability to access health care in the Middle East. Edited a report on access to reproductive health care in East and Southeast Asia. Updated a briefing paper on female genital mutilation legislation and enforcement in the United States.

**Health Assistance Partnership, Washington DC**  
Legal Intern

January 2003-May 2003

Conducted extensive research on health insurance tax credit for publication. Researched and drafted issue brief on local and federal coverage determinations for Medicare and their effect on recipients' ability to appeal determinations. Analyzed legislation proposed in the District of Columbia designed to facilitate purchasing health insurance by small business owners for their employees; recommended changes favorable to employees to the drafting council members.

**National Partnership for Women and Families, Washington, DC**  
Legal Intern, Health Department

May 2002 - December 2002

Worked with attorneys researching and writing about aspects of health care law including contract issues relating to in vitro fertilization and the effects of medical malpractice reform on women and children. Attended congressional meetings and hearings to advocate for health care legislation beneficial to organization's constituents.



R. MALIA TAUM, Managing Attorney  
Legal Aid Society of Hawaii-Waianae Branch  
85-670 Farrington Highway, #8  
Waianae, Hawai'i 96792  
Telephone: (w) 696-6321  
Fax: (w) 696-5809

### I. Education

Santa Clara University School of Law, Santa Clara, California  
Juris Doctor, 1990

Bucknell University, Lewisburg, Pennsylvania  
Bachelor of Arts, Mathematics and History, 1987

Punahou School, Honolulu, Hawai'i, 1983

### II. Work Experience

**Legal Aid Society of Hawai'i - Waianae Branch**  
85-670 Farrington Highway, Room 8  
Waianae, Hawai'i 96792  
Managing Attorney  
September, 1997 to present  
Firm's practice: Public Benefits, Family law, Guardian Ad Litem

**Michael J. Y. Wong**  
2222 Central Pacific Plaza  
220 South King Street  
Honolulu, Hawai'i 96813  
Associate  
June, 1994 to September, 1997  
Firm's practice: Family Law, Personal Injury

**Clayton C. Ikei**  
1100 Ward Avenue, Suite 1065  
Honolulu, Hawai'i 96814  
Associate  
December, 1992 - June, 1994  
Firm's practice: Title VII-sex, age, race  
based discrimination in State and Federal

Court, Civil Rights Commission,  
E.E.O.C., contracts, Family Law, eminent  
domain, personal injury, medical  
malpractice, and 1st Amendment issues.

**U. S. Peace Corps Volunteer**  
Paoua, Central African Republic  
Africa  
Secondary School Mathematics Teacher  
1991 - 1992

**Honorable Spencer Williams**  
United States District Court  
Northern District of California  
San Jose, California  
Law Intern  
August, 1989- June, 1990

**Santa Clara County Counsel**  
Santa Clara , California  
Summer Law Intern  
1988

### **III. Volunteer Work**

**Kids First Facilitator, First Circuit Court, Family Court, April, 1996 to August, 2002**

**H.S.B.A. Elder Law Clinic Volunteer/Young Lawyers Division**  
**Duties and Responsibilities:** Assist people with filling out living will forms.

**Mentor, Ho'o Maka Program, Friends of the Children's Justice Center**

**Volunteer Guardian Ad Litem, First Circuit, Family Court, 2000-current**

#### **Member of Boards of Directors & Committees**

**Ho'omau Ke Ola-(substance abuse treatment center), former**  
**Hawaii State Coalition Against Domestic Violence, current board member**  
**Hawaii Women Lawyers, former Board Member, current member**  
**Honolulu Community Action Program, HIV/Substance Abuse Prevention Project,**  
**Advisory Board, current member**  
**Honolulu Printmakers, former board member**

**Na Wahine Committee of the Commission on the Status of Women**, former committee member

**West Oahu College, Advisory Board**, current member

#### **IV. Miscellaneous**

##### **Honors & Awards**

Scholarship Recipient to Association of Family and Conciliation Courts Annual Convention, 2002, Kona, Hawaii

Community Service Award, Hawaii State Bar Association, Family Law Section, 2001

Minority Scholarship Recipient, Santa Clara University, School of Law, 1988-1990

Phi Alpha Theta

International Honor Society in History

All East Women's Waterpolo Team, 1987

Member of the 7th Place, NCAA Indoor National Women's Water Polo Team, 1986

##### **Memberships**

American Bar Association

Family Law Section

American Trial Lawyers Association

Hawai'i State Bar Association

Family Law Section

Hawaii State Coalition Against Domestic Violence

State of California Bar Association

##### **Hobbies**

Swimming

Painting

#### **V. Training & Presentations**

American Academy of Matrimonial Lawyers, Divorce Training for Associates, July 26-28, 1996, Chicago, Illinois,

Basic Training For CGALS: Assessment and Intervention in High Conflict Divorce and Child Custody Disputes, February 1, 1997,

How to Interview Children, Maggie Smith, February 28, 1997,

Hawaii Justice Foundation, Culture, Law, and Justice Seminar, May 19, 1997

Legal Aid Society of Hawaii, Public Benefits, October 24, 1997,

Legal Aid Society of Hawaii, Public Benefits Overview, January 29-30, 1998,

Domestic Violence Clearing House, Domestic Violence training, February 10, 1998,

Peace Training (Conflict Resolution for Children), Peace Center, Hoa Aina O Makaha, March 26, 1998,

Guardianship Seminar, H.I.C.L.E., April 17, 1998,

A Seminar on Federal Child Welfare Law, National Center For Youth Law, July 1-2, 1998,

National Legal Aid & Defender Association, Substantive Law Training, July 22-26, 1998, Berkeley, California,

Hawaii State Coalition Against Domestic Violence, Annual Meeting and Workshop, September 18, 1998,

Ho'oponopono Training, sponsored by the Native Hawaiian Bar Association, Queen Lili'uokalani Children's Center, Legal Aid Society of Hawaii, Nanakuli Ahupua'a Council, Waianae Coast Coalition, August 15, 1998-September 19, 1998,

Volunteer Guardians Ad Litem Program Training, Honolulu, Hawaii, October 15, 1999, October 23, 1999, November 6, 1999,

Two Systems-One Family: Bringing the Child Abuse and Domestic Violence Communities Together, Hawaii Children's Justice Grant Task Force Conference, Honolulu, Hawaii, March 23-24, 2000

Grand Larceny: Sexual Victims, Sexual Thieves, Jan Hindman, Oahu Children's Justice Task Force, Honolulu, Hawaii, October 20, 2000

Sex Abuse Seminar: Targeting A Recurrent Problem: Victim Recantation, Victor Vieth, Preparing Kids for Court, Lynn Copen Honolulu, Hawaii, December 7-8, 2000

Concurrent Planning Training, Honolulu, Hawaii, March 1-2, 2001

Basic Mediation, Mediation Center of the Pacific, Inc., Waianae, Hawaii March 16, 18, 21, 23, 25, 2000,

Ulupono, A Conference on Violence Against Women, attendee, facilitator and **presenter** "Civil Family Law Needs of Domestic Violence Victims in Hawaii," with Shawna Sodersten, Esq., and Jennifer Rose, Esq., Honolulu, Hawaii, October 3-4, 2001,

Rebuilding the Broken Bond: Reactive Attachment Disorders, Nancy Thomas, Honolulu, Hawaii, November 6, 2001,

Dealing with Difficult Behaviors, Hawaii Foster Parents Association, Honolulu, Hawaii, February 23, 2002,

Sex Assault Treatment Update: Strategies with Victims, Cathy Eyre, Sex Assault Treatment Center & Legal Aid Society of Hawaii-Waianae Branch, Honolulu, Hawaii, May 6, 2002, **co-sponsor**

Adoption Conference: Truth & Identity in Adoption, Hawaii Adoption & Permanency Alliance Conference, Honolulu, Hawaii, May 23, 2002,

Association of Family Conciliation Courts Annual Convention, Various topics related to custody issues, Waikaloa, Hawaii, June 5-8, 2002

Family Treatment Courts: Understanding Addiction, Recovery, and the Role of the Treatment Court, Honolulu, Hawaii, August 7, 2002,

Family Court Symposium: Medical Evidence & Child Abuse, Donna Rosenberg, M.D., Honolulu, Hawaii, August 29, 2002,

Hawaii State Coalition Against Domestic Violence & Judiciary: Understanding Victims & Children Exposed to Domestic Violence, Peter Jaffe, Ph.D., and **presenter** regarding Custody Evaluations in domestic violence cases, with Shawna Sodersten, Esq., and Jennifer Rose, Esq., Honolulu, Hawaii, September 4-6, 2002,

Sex Abuse, Children's Justice Center, Honolulu, Hawaii, November 22, 2002,

Elder Abuse Sentinel Program Workshop, Hawaii State Executive Office on Aging, Honolulu, Hawaii, February 26, 2003

Child Sexual Abuse Symposium, Oahu Children's Task Force, Honolulu, Hawaii, March 7, 2003,

American Bar Association Section of Litigation, Legal Services Advocacy Training, Honolulu, Hawaii, March 23-26, 2003,

Diagnosis and Treatment of Child Maltreatment, Multidisciplinary Training, Kapiolani Child Protection Center, 2003 Training Institute, Honolulu, Hawaii, September 23-24, 2003,

8<sup>th</sup> Annual Foster Care Conference, Hawaii Foster Parent Association, Honolulu, Hawaii, October 3-4, 2003,

Building a Collaborative Response to Stalking, Hawaii Department of the Attorney General, The Stalking Resource Center, National Center for Victims of Crime, Honolulu, Hawaii, October 28, 2003

**Presenter**, Custody Evaluations, Law 140, Instructor: Ray Zeason, Esq., University of Hawaii, February 9, 2004,

Infant Mental Health Training, National Council of Juvenile and Family Court Judges, Permanency Planning for Children Department, Ala Moana Hotel, Honolulu, Hawaii, July 2, 2004

Children's Advocacy Project, Legal Aid Society of Hawaii, Alana Doubletree Hotel, Honolulu, Hawaii, September 23-24, 2004, participant and **presenter** on Custody Evaluations.

Updated Sex Assault Training, June Ching, Ph.D., Sex Assault Treatment Center and Children's Justice Center, Central Union Church, Honolulu, Hawaii, October 1, 2004.

Annual Child Abuse Prevention Training, Ilikai Hotel, Honolulu, Hawaii, April 29, 2005.

Innovations in Family Centered Practice, Child Welfare League of America, Hilton Hawaiian Village Hotel, Honolulu, Hawaii, September 19-20, 2005.

Foster Parent Association Training, Honolulu Hawaii, October 14, 2005

Legal and Judicial Issues, Mark Harden, National Child Resource Center, GAL training, November 29, 2005

Hawaii State Bar Association Annual Convention, Guardianship and Divorce Law Update, Honolulu, Hawaii, October 20-21, 2005

# GAVIN K. THORNTON

924 Bethel Street  
Honolulu, Hawaii 96813

(808) 527-8016  
gathom@lashaw.org

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## EXPERIENCE:

### Legal Aid Society of Hawaii, Honolulu, HI

*Housing Unit Head, 2005 to present*

*Housing Unit Co-Head, 2004 to 2005*

Represent low-income clients with housing and consumer issues through brief services, administrative hearings, litigation, and Hawaii Supreme Court appeals. Manage and provide support to housing unit attorneys and Legal Aid's state-wide housing program. Negotiate with state and local agencies to address broad-impact issues facing participants in their program. Defend and expand the rights of low-income subsidized housing tenants through legislative and administrative advocacy efforts, working with local public housing resident organizations, community groups and the local press.

*AmeriCorps/ Staff Attorney, 2002 to 2004*

Successfully lobbied to defeat public housing eviction bill adverse to residents. Represented clients with housing, public benefits, family law and consumer issues by advocating through brief services, administrative hearings and litigation. Conducted clinics to assist clients with *pro se* bankruptcy and divorce filings.

### Lawyers for Equal Justice, Honolulu, HI

*Executive Director, present*

*Staff Attorney, 2004 to 2005*

Uncovered U.S. Housing Act violations and discrimination against public housing tenants with disabilities based on a local public housing authority's failure to comply with regulations regarding the setting of rents and utility allowances. Currently litigating, with assistance from private co-counsel, high-stakes class actions filed in federal and state court to obtain injunctive relief and damages resulting from rent overcharges. Responsible for all aspects of the litigation including preliminary investigations, contacting clients and class members, drafting pleadings and motions, conducting discovery and arguing summary judgment motions.

## EDUCATION:

University of Virginia School of Law, Charlottesville, Virginia  
J.D., 2002

University of Minnesota, Minneapolis, Minnesota  
B.A., Philosophy, *cum laude*, 1999

## PROFESSION ASSOCIATIONS AND EXPERIENCE:

- Housing Justice Network
- Hawaii State Bar Association Young Lawyers Division, Board of Directors
- Hawaii District Court Rules Committee
- National Institute of Trial Advocacy Training
- Children First Program Volunteer
- Bar Memberships: Hawaii, United States District Court for the District of Hawaii, Washington
- University of Virginia *Pro Bono* Service Award

# Ryker Jonathan Wada

2489-B Pali Highway • Honolulu, Hawaii 96817 • (808) 722-9232  
Email: [rjwada@yahoo.com](mailto:rjwada@yahoo.com)

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## EDUCATION

**University of California, Hastings College of the Law, San Francisco, CA**

Juris Doctor, 2000

**University of Washington, Seattle, WA**

Bachelor of Arts, Political Science Major, History Minor 1997

## MEMBERSHIP

**Hawaii State Bar Association**

## EXPERIENCE

**Legal Aid Society of Hawaii, Honolulu, HI**

Consumer Unit Head, Staff Attorney, Housing Counselor, Fair Housing consultant - March 2003 – Present

Evaluated cases and counseled individuals regarding predatory lending. Evaluated potential defenses to and counseled clients regarding foreclosures. Drafted testimony regarding predatory lending for the Hawaii State Legislature. Provide counseling and advice to home-seekers and housing providers regarding their rights and responsibilities under fair housing laws. Represented individuals and families in the areas of chapter 7 bankruptcy, debt collection defense, credit reporting violations, auto sales and other consumer issues. Supervised attorneys and paralegals in Consumer Unit. Interview all potential complainants. Draft and assist in filing complaints. Counsel victims of housing discrimination. Conduct Education and Outreach related to predatory lending, Section 8 Homeownership Voucher Program and the Fair Housing Enforcement Program.

**Department of Commerce and Consumer Affairs, Honolulu, HI**

Legislative Specialist, Business Registration Division, September 2001 – July 2002

Researched and drafted Decision and Orders for the Commissioner of Securities. Drafted Hawaii Rules and Regulations amendments after examining current Rules. Drafted legislation for the 2002 Legislative Session. Organized training manual for Securities Enforcement Branch of Department. Edited Business Registration Website.

**Wong Oshima, Attorneys at Law, Honolulu HI**

Law Clerk, 2001

Researched, analyzed and drafted memoranda of law regarding issues of insurance defense and workers compensation under the Hawaii Revised Statutes, Hawaii Administrative Rules and the Labor Appeals board decisions. Assisted Partners in preparing for trials, and depositions.

**House of Representatives, Honolulu, HI**

Staff Attorney, Consumer Protection and Commerce Committee, Legislative Session 2001

Conducted research on, and evaluated state statutes. Prepared and drafted agreements, legislation and legal briefs. Coordinated legislative research. Drafted floor speeches, interviewed lobbyists and assisted in the preparation for the legislative session.

## INTERESTS

Surfing, Music, Auto Mechanics, University of Washington Athletics



*Cynthia A. Thomas*

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cynthia.thomas@mac.com • 1609B Iwi Way • Honolulu, HI • 96816 • (W) 808.527.8076 • (H) 808.636.1898

**EDUCATION**    **Seton Hall University School of Law, Newark, NJ**  
Juris Doctor, May 2003  
Admitted to Hawaii State Bar, November 2003  
  
University of Hawaii, Summer Law Institute, Honolulu, HI  
Concentration in Comparative Chinese and Japanese Law, Summer 2001  
  
**Seton Hall University, South Orange, NJ**  
Bachelor of Science in both Chemistry and Psychology, May 1999  
Summa Cum Laude Graduate

**EXPERIENCE**    **Legal Aid Society of Hawai`i, Honolulu, HI**  
*Project Manager*, December 2004-present  
Responsible for day-to-day administration of FHIP grant. Counseled over 125 victims of discrimination. Represented over 20 clients in administrative complaints. Secured over \$100,000.00 in monetary damages for clients and other affirmative relief. Cooperate with state and federal agencies and officials to promote anti-discrimination policies and efforts. Provide statewide education and outreach on fair housing. Monitor systemic testing program. Develop community partnerships and alliances with local organizations and agencies. Prepare quarterly and annual reports.  
  
**Council for Native Hawaiian Advancement, Honolulu, HI**  
*Corporate Development Pro Bono Consultant*, January 2004-April 2004  
Developed and designed media kits and marketing materials to promote "Hawaiian Way Fund". Successfully launched Internet, mail, and radio promotional campaign that raised over \$70,000.00 in charitable contributions to benefit Native Hawaiian community initiatives in less than 2 months. Served as a facilitator at the "Symposium on Constitutions".  
  
**Seton Hall University, South Orange, NJ**  
*Graduate Assistant*, August 2000-June 2003  
Reviewed and evaluated undergraduate admission applications. Counseled parents and prospective students. Provided daily information sessions and coordinated campus tours. Supervised and trained student, work-study employees. Conducted admissions interviews. Organized university events including open house, orientation, scholarship banquets, and student-for-a-day programs.  
  
**Fitzpatrick, Cella, Harper & Scinto, New York, NY**  
*Summer Associate*, May 2002-August 2002  
Researched and drafted legal memoranda, discovery requests, and motions. Drafted legal articles for publication in a law journal. Document inspection. Prepared reports in anticipation of appellate argument. Completed over 40 hours of pro bono work with the New York City Wide Task Force on Housing. Participated in intellectual property workshops focusing on patent, trademark, and copyright law.

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*References & Writing Samples Furnished Upon Request*

**SHERI-LYNN M. RAND**

2909 Laola Place, Honolulu, Hawaii 96813

(808) 521-5448

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**Objective** An Executive/Project Manager Position

- Profile**
- More than 6 years experience a Managing Partner
  - Ability to direct complex projects from concept to fully operational status
  - Goal-oriented individual with strong leadership capabilities
  - Organized, highly motivated, and detail directed problem solver
  - Proven ability to work in unison with staff, volunteers and Board of Directors

**Education** 1 year law studies, Concord Law School  
B.S., Applied Science and Business, University of San Francisco  
Diploma, Maryknoll High School

**Relevant Experience and Accomplishments**

- Project Manager, Guardian ad Litem - Legal Aid Society of Hawai'i** 2004 - present
- Effectively recruited over 120 new volunteer attorneys.
  - Successfully referred over 100 cases for pro bono representation.
  - Obtained grant funding for the adoption project year 2004-2005.
  - Assisted in obtaining successful results for clients in the areas of adoptions, guardianships, public benefits, family law, simple wills and consumer law.
  - Worked directly with the Executive Director, Deputy Director, Comptroller and Board of Directors on various projects for the organization.

- Managing Partner - JK Wong Group LLC** 1999 - present
- Successfully negotiated a new lease on partner's initial capital contribution, resulting in an impressive 50% profit margin.
  - Managing Partner of a multi-million dollar real property holding.
  - Have complete discretion, power and authority to make all decisions affecting business and affairs as it relates to the company's day to day operations.
  - Authority to select and appoint legal counsel for the company.
  - Supervised and evaluated staff with an overall improvement in company effectiveness.
  - Worked directly with the Vice President of a well respected financial institution in maintaining company finances and revenues

**Educational Assistant - Mililani High School** 2001 - 2002

- Taught Special Education classes in English and Math for grades 9 - 12.

**Reservations Supervisor - Sheraton Fisherman's Wharf** 1988 - 1992

- Trained and supervised agents in the reservations department.
- Maintained customer satisfaction in respect to overall company goals.

**Rooms Control Coordinator - Outrigger Hotel Hawaii** 1986 - 1988

- Handled room inventory for the entire Outrigger Hotel Chain statewide.
- Was responsible for room counts to evaluate current and future room availability to forecast sales to group reservations, travel agents and FIT reservations departments.
- Was promoted from front desk, cashier and reservation agent positions.

**Cashier - ABC Stores** 1985 - 1986

- Cashier, stocking and inventory for retail store.

**Community Involvement**

Member of National Catholic Aids Network, Member of the Manoa-Punahou Catholic Community, Member of MPCC Aids Ministry, Volunteered at the River of Life Mission, Volunteered at the Legal Aid Society of Hawaii.

*References Available Upon Request*

# JANET KELLY

1414 KALAEPOHAKU ST., HONOLULU, HI. 96816 ~ (808) 778-1177 ~ JKELLY@HAWAII.RR.COM

## LEGAL EXPERIENCE

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### PROJECT MANAGING ATTORNEY STAFF ATTORNEY CONTRACT ATTORNEY

Legal Aid Society of Hawaii

07/01 - current

Duties Include: Managing a federal grant to provide holistic legal service to individuals and families experiencing homelessness; writing renewal grant and annual progress reports; supervising staff attorney and public benefits advocate; advising clients of their legal rights and responsibilities; conducting legal research and examination of legal data; drafting legal documents and correspondence.

### LAW CLERK

Bruce Gould, Attorney At Law

2/99 - 03/01

Duties Included: Researching and summarizing various trends in federal and state laws. Areas of research included intellectual property, contracts, federal constitutional law, state and federal crimes, securities fraud, and class action proceedings.

### CORPORATE LEGAL COUNSEL

Loveland Academy, LLC

11/99 - 10/00

Duties included: Advising the corporation of legal rights, obligations, and privileges; conducting extensive legal research and examination of legal data; assisting in the development, drafting and implementation of corporate policies and procedures; overseeing employee relations and affairs including the administration of employee rights & benefits, investigation of misconduct, and implementation of disciplinary action; managing Quality Assurance programs; collection of overdue accounts receivables; assisting in the development of new corporate programs; maintaining clear lines of communication between staff, management, clients, state agencies, federal agencies, and other public and private institutions; and drafting legal documents and correspondence.

### LAW CLERK

Office of the Attorney General, State of Hawaii

06/98 - 08/98

Duties included: Researching case law and legislative histories on Native Hawaiian Water and Land Rights; completing practice manuals; standardization of Land Board submittals; attending hearings, pre-trial motions, and arbitration hearings; organizing files and handling other administrative tasks.

## NON-LEGAL EXPERIENCE

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### SENIOR SERVICE AGENT COURIER HAZARDOUS MATERIAL SPECIALIST

Federal Express Corporation

09/89 - 11/90 & 01/92 - 07/96

Duties included: Serving as interim customer services manager; training and supervising new service agents; extensive customer contact; application of DOT and IATA Regulation for hazardous goods transport; processing non-hazardous packages for transport; timely pickup and delivery of shipments.

## EDUCATION

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Juris Doctor	Seattle University School of Law	05/1999
Bachelors of Arts in Business Administration	Chaminade University	12/1989
High School Diploma	La Pietra Hawaii School for Girls	05/1984

## COMPUTER SKILLS

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WESTLAW, Lexis-Nexis, Microsoft Office, Legal Trac, CDLaw, Intranet, & Internet.

## COMMUNITY ACTIVITIES

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World Turtle Trust Board Member, Legal Aid Society of Hawaii, Washington State Unemployment Law Project.

## REFERENCES

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Available Upon Request.

ANGELA J. LOVITT  
1334 Aalapapa Dr.  
Kailua, Hawaii 96734  
(808) 779-6848  
angelalovitt@yahoo.com

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**PROFESSIONAL  
EXPERIENCE:**

**University of Hawai'i, William S. Richardson School of Law**

Adjunct Professor, Lawyering Skills Workshop: Fall 2004, Fall 2006 & Fall 2006

- *Co-teach clinical course with Professor Calvin Pang;*
- *Supervise and critique students in client interviewing, client counseling and negotiation skills;*
- *Compose and deliver lectures.*

**Legal Aid Society of Hawai'i, Honolulu, HI**

Legal Hotline Contract Attorney, 09/2004 – 6/2005, and 09/2006- present.

- *Evaluate callers legal problems and eligibility for services;*
- *Provide counsel and advice in the areas of public benefits, family law, consumer law, and housing law;*
- *Supervise attorneys and paralegals staffing hotline.*

**Domestic Violence Clearinghouse & Legal Hotline, Honolulu, HI**

Staff Attorney 07/2006 – 06/2006; Hotline Supervisor, 03/2007 – 06/2006

- *Represented survivors of domestic violence in divorce, paternity, child custody, child support establishment and modification, and restraining orders;*
- *Supervised legal hotline staff, including training, scheduling and monitoring.*

**Legal Aid Society of Hawaii, Honolulu, HI**

Consumer Unit Supervisor, 2001 – August 2004

Staff Attorney, September 1997 - 2001

Volunteer and Law Clerk: 1995 – 1997

- *Consumer Unit Supervisor: Supervised attorneys, paralegals and law students in Consumer unit and HUD Housing Counseling project;*
- *Counseled and represented low and moderate-income individuals and families regarding consumer lending issues, including debt collection disputes, used car purchases, mortgage lending and servicing disputes, and Chapter 7 Bankruptcy;*
- *Secured and increased funding from federal sources and local foundations. Developed and implemented new projects and expanded existing projects and funding. Completed federal grant applications and grant reports;*
- *Conducted state-wide community education and outreach projects. Supervised production of Consumer Credit Manual for use by staff and non-legal service providers;*
- *Assisted in drafting legislation and testified before Hawaii State Legislature;*
- *Conducted Chapter 7 Bankruptcy Clinic for low-income individuals;*
- *Supervised Affordable Lawyers project which provided low-cost legal services to*

R E S U M E

RAYMOND EDWARD GURCZYNSKI, JR.

EDUCATION:

CIVILIAN:

*THREAS*  
Kamehameha School for Boys, Hawaii, 1961-1965, High School Diploma.

Stanford University, California, 1965-1969, Bachelor of Arts, Political Science (Comparative Governments).

Pepperdine University, Hawaii. 1972-1973, Masters in Business Administration.

Golden Gate University School of Law, California, 1973-1978, Doctors of Juris Prudence.

University of Hawaii, Continuing Education Student. Enrolled and completed Accounting and Tax Courses, 1980-1981.

Traveled throughout Western and Eastern Europe, Russia and Japan.

MILITARY:

United States Army Officer Basic and Advance Courses, October, 1969 - July, 1976.

United States Army Fixed-Wing Aviator Course, February, 1970 - October, 1970.

SELECTED WORK EXPERIENCE:

American Airlines, Tulsa, Oklahoma, June, 1967 - August, 1967.

Duties: Performing business research and general orientation to American Airlines Engineering Department.

United States Army, Fort Knox, Kentucky; Fort Stewart, Georgia; Fort Rucker, Alabama; Fort Bragg, North Carolina; Phu Loi, Vietnam; Fort Shafter, Hawaii, October, 1969 - July, 1973.

Primary Duties: Pilot, Assistant to Aviation Section Leader, Company Motor Pool Officer, Special Services Officer and Youth Director.

Law Office of Frank Hills, San Francisco, California, July, 1973 - December, 1973.

Duties: Investigator and Law Clerk.

SELECTED WORK EXPERIENCE (cont'd.)

Legal Aid of Hawaii, Honolulu, May, 1975 - August, 1975  
Duties: Legal Researcher for Professor Neil Levy on  
Hawaiian Issues.

Office of the Public Defender, Honolulu, March, 1978 -  
December, 1979  
Duties: Legal Researcher and Trial Attorney.

Director of Support Services, The Kamehameha Schools/  
Bishop Estate, January, 1980 - Present.  
Duties: Overall Director for Transportation, Security,  
Physical Plant, Food Services, Rapid Copy and Mail  
services. Budget Manager and supervisor over  
Purchasing until October, 1982. Member of the Manage-  
ment Negotiations team with the United Public Workers  
Union, President of the Kamehameha Activities  
Association (A Scholarship fund for college and  
graduate students); Member of The Schools Master  
Plan - Capital Improvement Projects Committee, Member  
of The Schools Planning Committee, Chairman of the  
Electronic Data Processing Committee until October,  
1982.

PAST PARTICIPATION IN COMMUNITY AFFAIRS:

Board of Director for Legal Aid of Hawaii.

Board of Director for the Hawaiian American Legal  
Education Foundation.

Member of Advisory Board to the President of The  
Kamehameha Schools.

Member of the Hawaii Bar Association.

Member of the American Bar Association.

CURRENT PARTICIPATION IN COMMUNITY AFFAIRS:

Board of Director-Hawaiian Civic Club of Honolulu.

Oahu Island Multi-Service Board-Chairman, Alu Like,  
Incorporated.

Board of Director for Native Hawaiian Legal Corporation.

AWARDS:

MILITARY:

United States Army Reserve Officer Training Corp Scholarship for four years at Stanford University, 1965 - 1969.

National Defense Service Medal, United States Army Aviation Badge, Vietnam Service Medal, 1969 - 1973.

CIVILIAN:

Poindexter Scholarship Award: Given to a Kamehameha School graduate who is studying law, 1974.

Honolulu Civic Club Scholarship Grant, 1975.

Outstanding Young Men of America, 1981.

REFERENCES:

Provided upon request.

*Marie Milks  
Mark Nomura  
Bob Kline*

PERSONAL DATA:

47-323 Mawaena Street  
Kaneohe, Hawaii 96744  
Telephone: 842-8241 (work)  
239-5496 (home)



## Attachment D

### Budget

**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2008 to June 30, 2009)

App

Legal Aid Society of Hawaii

<b>BUDGET CATEGORIES</b>	<b>Total State Funds Requested (a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>A. PERSONNEL COST</b>				
1. Salaries	740,660			
2. Payroll Taxes & Assessments	67,556			
3. Fringe Benefits	85,934			
<b>TOTAL PERSONNEL COST</b>	<b>894,150</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island	15,600			
2. Insurance	20,000			
3. Lease/Rental of Equipment	15,000			
4. Lease/Rental of Space	94,000			
5. Staff Training	12,000			
6. Supplies	25,000			
7. Telecommunication	52,000			
8. Utilities	22,000			
9. Contract Services	28,000			
10. Repair & Maintenance	15,000			
11. Mileage	7,250			
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>305,850</b>			
<b>C. EQUIPMENT PURCHASES</b>				
<b>D. MOTOR VEHICLE PURCHASES</b>				
<b>E. CAPITAL</b>				
<b>TOTAL (A+B+C+D+E)</b>	<b>1,200,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By:		
(a) Total State Funds Requested	1,200,000	Wayne Keawe 527-8060		
(b)		Name (Please type or print) Phone		
(c)		[Signature] 7/21/08		
(d)		Signature of Authorized Official Date		
<b>TOTAL REVENUE</b>	<b>1,200,000</b>	Charles Greenfield		
		Name and Title (Please type or print)		
		Executive Director		

Applicant: Legal Aid Society of Hawaii **BUDGET JUSTIFICATION**  
**PERSONNEL - SALARIES AND WAGES**  
 Period: July 1, 2008 to June 30, 2009

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME BUDGETED TO REQUEST B	TOTAL SALARY BUDGETED IN REQUEST A x B
1 EXECUTIVE DIRECTOR	1	\$ 97,500.00	30.00%	29,250
2 DEPUTY DIRECTOR	1	74000.00	30.00%	22,200
3 COMPTROLLER	1	71000.00	35.00%	24,850
4 BOOKKEEPER	1	49600.00	35.00%	17,360
5 ADMIN. AID	1	51000.00	30.00%	15,300
6 AMERICORP	16	288000.00	60.00%	172,800
7 ATTORNEYS	6	312000.00	15.00%	46,800
8 PARALEGALS	7	210000.00	25.00%	52,500
9 SECRETARY	2	54400.00	50.00%	27,200
10 CLERKS	2	78000.00	30.00%	23,400
11 INTAKE STAFF	10	100000.00	47.00%	47,000
12 WAHIAWA ATTORNEYS (NEW OFFICE)	2	50000.00	100.00%	50,000
13 WAHIAWA PARALEGALS (NEW OFFICE)	2	28,000.00	100.00%	56,000
14 WAIANA E ATTORNEY (NEW POSITION)	1	50,000.00	100.00%	50,000
15 HILO ATTORNEY (NEW POSITION)	1	50,000.00	100.00%	50,000
16 KONA PARALEGAL (NEW POSITION)	1	28,000.00	100.00%	28,000
17 MAUI PARALEGAL (NEW POSITION)	1	28,000.00	100.00%	28,000
<b>TOTAL:</b>				<b>740,660.00</b>

JUSTIFICATION/COMMENTS:

LEGAL AID  
SOCIETY OF HAWAII

Telephone: (808) 536-4302 , Fax: (808) 527-8088  
Mailing Address: P.O. Box 37375 , Honolulu, Hawaii 96837-0375  
924 Bethel Street , Honolulu, Hawaii 96813

George J. Zweibel, Esq.  
President, Board of Directors

Charles K. Greenfield, Esq.  
Executive Director

January 31, 2008

Senate Committee on Ways and Means  
State Capitol, Room 210  
Honolulu, HI 96813

Attention: Aaron Nyuha

Dear Committee on Ways and Means:

I have enclosed the application of the Legal Aid Society of Hawaii for GIA funding for FY 2008-09.

Please feel free to contact me at 527-8010 or [chgreen@lashaw.org](mailto:chgreen@lashaw.org) if you have any questions or require additional information.

Thank you for your consideration of this request.

Sincerely,



Chuck Greenfield