
Professional Summary

Administrator with over 23 years of experience in the nonprofit sector working on the issues of chronic homelessness, serious mental illness and co-occurring substance disorders, justice-involved populations, and generational poverty. Seeking the opportunity to utilize my skills and expertise to help alleviate social ills in Hawaii County and build a thriving and resilient community.

Education/Trainings

August 2019: The Assessment and Treatment of Dual Diagnosis (ADAD training)

July 2019: Advanced Ethics (ADAD training)

April 2018: 16th Annual International Hawai'i Summit Institute on Violence, Abuse, and Trauma (IVAT)

Master of Arts Degree in Forensic Psychology, Argosy University, Hawai'i
Graduated with a 4.0 GPA

1992 – ongoing: Training includes, but is not limited to, grant writing, mental health and substance abuse treatment, financial practices, homeless practices and strategies, case management, counseling, crisis intervention, suicide prevention, SOAR (SSI/SSDI Outreach Access and Recovery), leadership trainings, public benefits, and employment law. (Certificates available upon request).

B.A. in Psychology with a Minor in English, University of Hawai'i at Hilo
Graduated with highest honors

Skills/Abilities

- Twelve+ years of experience in developing/writing grant proposals and budgets
- Twenty-three+ years of experience working with homeless, severe & persistent mentally ill (SPMI), and low-income and justice-involved populations
- Proficient in Word, Excel, Powerpoint, Quickbooks Enterprise Solutions 11
- Excellent verbal and written communication skills
- Excellent organizational skills with attention to detail
- Excellent time management skills; able to multi-task when necessary
- Able to work under pressure and meet deadlines
- Self-motivated
- Excellent customer service skills
- Able to work with different/culturally diverse people and communities
- A team player with the ability to work collaboratively and cohesively with others
- Able to problem solve and utilize resources at hand
- Well-connected in the social services community

Professional Experience

July 2018—Current: First Vice Chair, State Council on Mental Health

The role of the State Council on Mental Health is to advise, monitor, review and

evaluate the provision of mental health services in the state. The Council is an active advocate that provides a voice for individuals with behavioral health issues and advises the state mental health authority on issues of concern, policies, & programs. The Council provides guidance to the mental health authority in the development and implementation of the state mental health systems, and monitors, reviews and evaluates the allocation and adequacy of mental health services within the state.

2018—Current: Chair, Hawaii Service Area Board on Mental Health & Substance Abuse

The Hawaii Service Area Board advises the service area administrator on Hawaii County needs to prevent and/or treat mental or emotional disorders and substance use disorders. The board provides advice, guidance, and recommendations to both the advisory commission on drug abuse and controlled substances and the state council on mental health.

April 2018—March 2020: Chief Operating Officer, Going Home Hawai'i (a private nonprofit organization focused on justice-involved individuals and reintegration)

Duties include: Research, develop, and write grant proposals and budgets; maintain program compliance, provide fiscal management that operates within the approved budget, maintain official records and documents, ensure compliance with federal, state and local regulations, collect and analyze data to ensure that program outcomes are being met, develop and modify program policies and procedures and program forms as needed; provide general oversight of programs, including staff supervision and direct client services as needed.

Key Contributions:

- Developed the new private nonprofit organization incorporated in late 2015 from an operating budget of less than \$30k to a million dollar annual budget in 3 years
- Wrote a proposal that was one of 15 nationwide to be awarded a Federal Second Chance Act grant from the U.S. Department of Justice, Office of Justice Programs
- Wrote proposals that were awarded Grants-In-Aid by the Hawai'i State Legislature three years in a row
- Developed a small clean and sober residential program for ex-offenders from one apartment with four beds to 12 apartments with 48 beds in three years
- Wrote a proposal that was awarded a Department of Public Safety contract for Clean and Sober Housing in West Hawai'i
- Developed and negotiated Memorandums of Agreement with the Hawai'i Department of Public Safety, the Hawai'i Paroling Authority, the Hawai'i State Judiciary, Third Circuit Court, Adult Probation Division, and the Hawai'i Police Department
- Coordinated and facilitated two community forums on mental health and substance abuse in Hawai'i County (in March, 2019) with a total attendance of over 300 people

October 2017—September 2018: Grant Writer, Hawai'i County Economic Opportunity Council (HCEOC)

Duties included: Research, develop, and write grant proposals, reports, and other documents as required. Develop and distribute Community Needs Assessment Surveys islandwide, collect and analyze data, prepare report.

December 2015—March 2018: C. Matayoshi and Associates, Owner/Consultant

Provided research, development, and writing of grant proposals and budgets for Going Home Hawai'i, a non-profit organization assisting Hawai'i Island men, women,

and youth released from correctional institutions into community life through employment, training, and appropriate supportive services. Developed the organization's policies and procedures, program forms and job descriptions; provided administrative direction and support, as well as direct client services.

October 2015—January 6, 2017: Program Manager, Hawai`i Island Workforce and Economic Development Ohana, Inc. (HIWEDO)

Duties included: Research, write, and prepare grant proposals and budgets, provide administrative oversight and case management services for the *Nine Months: Window of Hope* program (a pilot project for pregnant women using drugs and/or alcohol), including developing program forms, maintaining program budget, preparing reports, conducting internal audits of participant files, facilitating Advisory Committee meetings, participating in community meetings and forums related to the project (including the Hawai`i Island Going Home Consortium's Health and Wellness Committee and the East Hawai`i Substance Abuse in Pregnancy Community Action Team/EHSAPCAT), compiling and managing data, and ensuring contract compliance.

August 2015—May 2016: Service Program Director, HI Affordable Properties, Inc. Responsible for the development, implementation, management, and coordination Of the social service program, including supervision of staff, for the Kaloko Housing Project (a project-based/affordable and transitional housing program).

April 2015—July 2015: Grants Administrator, Hawai`i Island Workforce and Economic Development Ohana, Inc. (HIWEDO)

Research, write and prepare all grant proposals and budgets, provide administrative oversight for grant programs, including maintaining program budgets, preparing reports and ensuring contract compliance. Active participation in community meetings for the purpose of networking, problem solving, and collaborating with partner agencies.

September 2014—April 2015: Grants Administrator, Lokahi Treatment Centers

Duties included: Research, write and prepare all grant proposals and budgets, oversee the operations of all grant programs, including supervision of staff, maintaining program budgets, and ensuring contract compliance. Active participation in community meetings for the purpose of networking, problem solving, and collaborating with partner agencies.

Jan 2011—Aug 2014: Homeless Programs Manager, HOPE Services Hawai`i, Inc.

Duties/responsibilities included the oversight of seven contracts/programs in Hawai`i County (islandwide), including the Department of Human Services (DHS), Homeless Programs Office's Homeless Outreach Program, the Department of Health, Adult Mental Health Division's (AMHD) Homeless Outreach and Interim Case Management, DHS's SNAP Outreach Program, TANF Housing Placement Program, Homeless Prevention & Rapid Re-housing Program, HUD's Shelter Plus Care Kukui Program and Shelter Plus Care New Directions Program, and the AMHD Representative Payee Program; provided supervision for a staff of up to 16.

February 2010—January 2011: East Hawai`i Homeless Programs Manager, Office for Social Ministry (OSM)/HOPE Services Hawai`i, Inc.

Duties/responsibilities included the following:

- Oversee the operations of seven contracts/programs in East Hawai'i, including DHS Homeless Outreach, AMHD Homeless Outreach & Interim Case Management, SNAP Outreach, TANF Housing Placement, Homeless Prevention & Rapid Re-housing, HUD's Shelter Plus Care Kukui program and Shelter Plus Care New Directions program, and the AMHD Representative Payee program;
- Track program outcomes for reporting purposes per contract requirements;
- Provide supervision for a staff of 13;
- Coordinate and facilitate all programs' monthly team meetings;
- Coordinate/facilitate team meetings with AMHD case management agencies;
- Coordinate and facilitate monthly trainings for all staff;
- Provide reciprocal trainings for AMHD and other provider/social service agencies;
- Establish & cultivate relationships with community agencies, including the Downtown Improvement Association, the Social Security Administration, banking institutions, private landlords and rental agencies, all AMHD provider agencies, and other social service agencies;
- Provide mediation for any grievances filed by consumers and/or their case managers;
- Prepare grant proposals and reports for all programs;
- Coordinate Puna's annual National Hunger & Homelessness Awareness luncheon and community fair;
- Assist CEO with the planning and coordination of all other homeless programs' activities and events as needed.

December 2007—February 2010: Program Director, Rep Payee Program, OSM
Duties/responsibilities included the following:

- Oversee the operations of the representative payee program, including the supervision of three representative payees;
- Coordinate and facilitate team meetings with AMHD case management agencies;
- Provide inservice trainings in regard to OSM's representative payee programs for other social service agencies as needed.
- Establish and cultivate relationships with the Social Security Administration, banking institutions, landlords, creditors, vendors, and other social service agencies;
- Complete account reconciliations for all program participants (200); flag all SSI accounts with balances at \$1200, follow up on any unusual account activity;
- Update representative payee policy and procedures manual annually or as needed;
- Create and update all representative payee forms;
- Provide mediation/conflict resolution for consumers, case managers, and payees;
- Conduct quarterly record reviews for other OSM programs;
- Conduct interviews/make recommendations for applicants of other OSM programs;
- Prepare and submit monthly billing for representative payee program to AMHD;
- Prepare and submit monthly and quarterly reports for rep payee program to AMHD;
- Assist Program Administrator with the planning and coordinating of OSM's homeless programs' activities and events as needed;
- Prepare curriculum and implement trainings as needed.

2003—Dec 2007: Program Coordinator, Representative Payee Program, OSM

- Oversee the representative payee program, including the supervision of three representative payees;
- Coordinate and facilitate team meetings with case management agencies;
- Provide the linkage among consumers, financial institutions, community mental health centers, the Social Security Administration, and other mental health providers;
- Manage the accounting system of receiving and disbursing funds on behalf of consumers participating in the payee program;
- Maintain consumer files, including personal history, correspondence, bills, financial statements, receipts, budget and agreement forms, reports, and progress notes;
- Assist clients with completing continuing disability reviews for SSA and other social service agencies;
- Complete program reports (monthly, quarterly, annually) for AMHD and SSA.
- Attend clinical meetings as required;
- Assist with other homeless programs' activities as needed.

Volunteer Experience

Jul 2020—Present: First Vice Chair, State Council on Mental Health

2018--Present: Member of the State Council on Mental Health

2018--Present: Chair, Hawai`i Service Area Board on Mental Health & Substance Abuse

2018--2019: Member of the Big Island Criminal Justice Task Force

2017--Present: Steering Committee Member for Ka Hui Laulima, a Recovery Community Organization

2016--2019: Member of Community Alliance Partners (CAP), Hawai`i County's Continuum of Care

2015--2019: Member of the Health and Wellness Committee and the Fundraising Committee of the Hawai`i Island Going Home Consortium

2015--2019: Member of the Family Violence Interagency Committee

2015--2017: Steering Committee for the *Nine Months: Window of Hope* Project

2015--2017: Member, EH Substance Abuse in Pregnancy Community Action Team

2015--2016: Secretary, Executive Committee of the Community Alliance Partners—Hawai`i County's Continuum of Care

2012—May '20: Member of the Hawai`i Island Going Home Consortium

2012--2015: Member, Chronic Homeless Intervention and Rehabilitation Project

2006--2008: Treasurer, Board of Directors for Faith Against Drugs (now know as the Hawai`i Island Home for Recovery)