

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

Type of Grant Request:

Operating Capital

Legal Name of Requesting Organization or Individual: DbA:
Hawaii Youth Services Network

Amount of State Funds Requested: \$ 61,064

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

Plan and conduct the Hawaii Children and Youth Summit and support youth engagement in civic affairs. Youth and young adults will convene to discuss what Hawaii needs in order to be a better place to live, learn and work and make recommendations for legislative action. They will be trained, supported, and encouraged to advocate for issues they care about in ways that may range from community service projects to legislative advocacy.

Amount of Other Funds Available:

State: \$ 0
Federal: \$ \$10,000
County: \$ 0
Private/Other: \$ 20,000(not confirmed)

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

\$ 240,000
Unrestricted Assets:
\$ \$536,943.22

New Service (Presently Does Not Exist): Existing Service (Presently in Operation):

Type of Business Entity:

501(C)(3) Non Profit Corporation
 Other Non Profit
 Other

Mailing Address:

677 Ala Moana Blvd., Suite 904
Honolulu HI 96813
City: State: Zip:

Contact Person for Matters Involving this Application

Name: <u>Judith F. Clark</u>	Title: <u>Executive Director</u>
Email: <u>jclark@hysn.org</u>	Phone: <u>808-499-9966</u>

Federal Tax ID#: <u>[REDACTED]</u>	State Tax ID# <u>[REDACTED]</u>
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<u>Judith Clark</u> Authorized Signature	<u>Judith F. Clark, Executive Director</u> Name and Title	<u>1/7/2023</u> Date Signed
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Judith F. Clark Digitally signed by Judith F. Clark
Date: 2023.01.17 09:00:15 -10'00'

Application for Grants

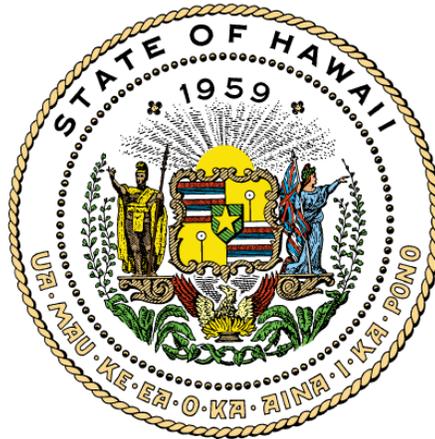
If any item is not applicable to the request, the applicant should enter "not applicable".

I. Certification – Please attach immediately after cover page

1. Certificate of Good Standing (If the Applicant is an Organization)

If the applicant is an organization, the applicant shall submit one (1) copy of a certificate of good standing from the Director of Commerce and Consumer Affairs that is dated no earlier than December 1.

Certificate of Good Standing is attached on next page.



Department of Commerce and Consumer Affairs

CERTIFICATE OF GOOD STANDING

I, the undersigned Director of Commerce and Consumer Affairs of the State of Hawaii, do hereby certify that

HAWAII YOUTH SERVICES NETWORK

was incorporated under the laws of Hawaii on 01/09/1981 ; that it is an existing nonprofit corporation; and that, as far as the records of this Department reveal, has complied with all of the provisions of the Hawaii Nonprofit Corporations Act, regulating domestic nonprofit corporations.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Department of Commerce and Consumer Affairs, at Honolulu, Hawaii.

Dated: January 06, 2023

Director of Commerce and Consumer Affairs



2. Declaration Statement

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

DECLARATION STATEMENT OF APPLICANTS FOR GRANTS PURSUANT TO CHAPTER 42F, HAWAII REVISIED STATUTES

The undersigned authorized representative of the applicant certifies the following:

- 1) The applicant meets and will comply with all of the following standards for the award of grants pursuant to Section 42F-103, Hawaii'i Revised Statutes:
 - a) Is licensed or accredited, in accordance with federal, state, or county statutes, rules, or ordinances, to conduct the activities or provide the services for which a grant is awarded;
 - b) Complies with all applicable federal and state laws prohibiting discrimination against any person on the basis of race, color, national origin, religion, creed, sex, age, sexual orientation, or disability;
 - c) Agrees not to use state funds for entertainment or lobbying activities; and
 - d) Allows the state agency to which funds for the grant were appropriated for expenditure, legislative committees and their staff, and the auditor full access to their records, reports, files, and other related documents and information for purposes of monitoring, measuring the effectiveness, and ensuring the proper expenditure of the grant.
- 2) If the applicant is an organization, the applicant meets the following requirements pursuant to Section 42F-103, Hawaii'i Revised Statutes:
 - a) Is incorporated under the laws of the State; and
 - b) Has bylaws or policies that describe the manner in which the activities or services for which a grant is awarded shall be conducted or provided.
- 3) If the applicant is a non-profit organization, it meets the following requirements pursuant to Section 42F-103, Hawaii'i Revised Statutes:
 - a) Is determined and designated to be a non-profit organization by the Internal Revenue Service; and
 - b) Has a governing board whose members have no material conflict of interest and serve without compensation.

Pursuant to Section 42F-103, Hawaii'i Revised Statutes, for grants used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant was awarded and disposes of the land in fee simple or by lease, the organization shall negotiate with the expending agency for a lump sum or installment repayment to the State of the amount of the grant used for the acquisition of the land.

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

Hawaii Youth Services Network
(Typed Name of Individual or Organization)



12/28/2022
(Signature) (Date)

Judith F. Clark, Executive Director

3. Public Purpose

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

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

Certified by:



Judith F. Clark, Executive Director

II. Background and Summary

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

HYSN's current programs include:

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

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

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

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

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

Safe Spaces for Youth Pilot Project – Expected to Increase the safety of children and youth, prevent homelessness, and reduce involvement in the juvenile justice and child welfare systems. The Safe Spaces Project will bring together government, non-profit, faith-based, and business sectors to establish safe places where young people can seek help with crisis response and follow-up services to address youth and family needs.

Goals and objectives

This application supports the annual Hawaii Children and Youth Summit to be conducted in October of the funding period..

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

Objectives:

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

- Children and Youth Summit participants will identify and discuss key issues and needs that can be addressed through legislative action or public policy change as documented in reports from breakout groups and results of voting on priorities as documented in a live polling system.
- Summit participants will agree upon 10 recommendations for legislative action.
- At least 100 youth/young adults (up to age 24) will participate as documented by registration lists, Remo conference platform records, and sign-in sheets.
- Following the Summit, at least 200 youth/young adults will participate in online voting to rank recommendations in priority order.
- At least 15 youth will be integrally involved in planning and conducting the summit as planning committee members, emcees, opening panel speakers, breakout group facilitators/recorders, tech support crew, and/or other roles as noted in planning committee minutes and Summit program.
- The planning committee for the Children and Youth Summit will include representation from at least 10 government and non-profit organizations as documented in meeting minutes and e-mail distribution lists.

2. In a survey completed by Summit participants post-summit:

- 75% will report that they were able to share their views about the issues and needs they care about.
- 75% will state that they learned from other participants about important issues that the legislature should address.
- 75% will report that they believe that their participation in the Summit made

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

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

Public purpose and need to be served

The Children and Youth Summit is an annual event that brings together youth for a day at the Capitol (virtual in 2020 and 2021 and hybrid in 2022 due to COVID concerns). Participants discuss key issues that they believe the Hawaii State Legislature needs to address to make Hawaii a better place to live, learn, and work.

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

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

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

- This means involving youth in planning and in making decisions that affect themselves and others. At Hawaii’s Children and Youth Summit, youth have the opportunity to engage in thoughtful dialogue about important issues; discuss and come to consensus on viable solutions and legislative action; and see the results of their efforts through legislative bills and resolutions that result in new laws, policies, and programs.

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

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

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

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

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

Introducing youth to civic involvement at an early age is important because Hawaii voter turnout has declined in recent years. In 2022, only 48.7% of Hawaii’s registered voters actually voted.² Hawaii ranked 6th lowest in voter turnout in 2022 according to State Representative Amy Peruso. Voter participation is at the core of active citizenship and a healthy democracy

“The perspective of younger people is unique. In my opinion, it is very real, it is very raw. You are seeing the struggle that goes on in life . . . I doubly appreciate what you bring to the table. . . . We welcome your best ideas. . . . You have to educate us.”

--Lieutenant Governor Josh Green, Welcome speech at the 26th annual Children and Youth Summit, October 10, 2019

Policy Makers Need to Hear from Youth - Institutionalizing youth voice in the policymaking

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

² State of Hawaii Office of Elections. <https://elections.hawaii.gov/resources/registration-voter-turnout-statistics/>

process both engages young people and helps policymakers make wiser investments and policy decisions responsive to youth needs. By involving youth in planning efforts, state policymakers encourage youth participation and enable youth to identify ways in which policies and programs can better serve their needs. Youth engagement offers community leaders the expertise and partnership of young people, helping adults fully understand what it is like to grow up in a rapidly changing world. From a political point of view, youth engagement is important because young people deserve the right to represent their own interests. Hawaii's Children and Youth Summit is a meaningful way to solicit youth views on upcoming policy and planning decisions.

Target population to be served

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

Geographic coverage.

Entire State of Hawaii.

III. Service Summary and Outcomes

Scope of work, tasks and responsibilities

Collaboration and Partnerships

Thirteen (11) organizations participated in planning and conducting the 2022 Children and Youth Summit. Most have committed to participate again. Their roles are detailed in the staffing section of this application. Participating organizations included:

- Bottles4College
- Hawaii State Developmental Disabilities Council
- Get Ready Hawaii
- Hawaii Afterschool Alliance
- Hawaii Association of School Psychologists
- Hawaii Dept. of Education
- Hawaii Interpreter Services
- Hawaii KidsCAN
- Hawaii Youth Services Network
- Keiki Caucus, Hawaii State Legislature
- Women in Filmmaking

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

Event Design

Target Audience: Up to 175 youth and young adults at the Summit. No limit on the number who may participate in Lights, Camera, Take Action. In 2022, 91 youth participated in the Summit (24 of them virtually) and 13 schools hosted Lights, Camera, Take Action Parties. The Summit will support participation by youth from ethnic and cultural minorities and persons with disabilities.

Dates/Times: The Summit will be held during the public school fall break week of October and Lights, Camera, Take Action will be conducted within 10 days prior to the Summit.

Venues: The Hawaii Children and Youth Summit will include 2 events: The Summit itself will be held at the Hawaii State Capitol Building. The Lights, Camera, Take Action prequel will be a hybrid event.

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

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

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

Planning Process: The Executive Director of Get Ready Hawaii will chair the Planning Committee. The HYSN Executive Director will serve as Fund Development and Legislative Liaison Chair. HYSN's Program Specialist will staff the project at .50 FTE. Other tasks will be assigned to volunteer agency partners and their staff and volunteers. We will recruit youth/young adults to serve on the committee in addition to government and non-profit youth-serving organizations.. Meetings will be held via Zoom or in-person. . The Planning Committee will meet at least monthly starting in March of the funding period with subcommittees (including, but not limited to Technology, Youth Participation, Legislative Liaison, Disability Access, and Fund Development) meeting as needed.

Youth Participant Recruitment: All members of the planning team will promote participation in the event to the young people that they serve. Notices will be sent to

Student Activities Coordinators at public schools. HYSN maintains an e-mail list with more than 2,200 youth workers and educators statewide who will be asked to promote the event with youth. The event will be publicized through social media such as Instagram and Facebook. It will appear in the Children and Youth Month Calendar of Events.

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

Speakers/Videos:

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

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

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

The videos and their producers will be featured in the Lights, Camera, Take Action Event. Youth will be invited to gather at schools and community centers to participate as a group while interacting with video makers via Zoom. Showing of each video will be followed by question and answer periods with the video makers and issue experts. The event will feature polls and quizzes . Door prizes will be awarded as incentives for participation and each participating group will receive a gift card for refreshments..

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

Breakout Groups: Following the Town Hall Meeting, participants will go into breakout groups on five topics: Protecting the Environment; Healthy Mind, Healthy Body; Education; Equality, Diversity, and Safety; and Homelessness and Housing. Participation in the youth break out groups is strictly limited to youth.

Youth will serve as the breakout group facilitators. The Planning Committee will provide orientation and training to the facilitators. Facilitators will have means for emergency communication if an adult is needed to manage any inappropriate participant behavior. This has not occurred in the past, but it is important to be prepared.

The breakout groups will explore and discuss any issues that participants choose. Each group is expected to agree on recommendations for specific legislative action.

Youth will reconvene in the auditorium where each breakout group will present its recommendations/priorities. Participants will learn about the process for voting to rank the recommendations, hear about options for continued participation in the legislative process, and be encouraged to continue to advocate for their issues.

Voting: Following the Summit, youth and young adults will have the opportunity to vote online to rank recommendations in priority. The voting app was created by a college student. Anyone can follow the progress of the voting and see the rankings live on the Hawaii Children and Youth Summit website.

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

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

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

Follow-up will include:

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

Timeline for accomplishing the results or outcomes of the service

Due to uncertainties in the grant-in-aid funding and contracting process, this timeline is written based on a funding period in accordance with the State fiscal year. It recognizes that some activities may be initiated with other funds prior to the start of the grant-in-aid

period. Grant-in-aid funded activities will begin on the contract start date and continue for a one-year period.

Task	Time Period/Due Date
Planning Committee formed/ meetings	Meetings at least monthly through October
Identify “hot topics” to feature in speakers/videos. Conduct survey of youth.	Complete by June 30
Summit promotional materials completed	By July 31
Summit online registration system ready	By July 31
Tech support contract executed	By July 31
Begin marketing/promotion of Summit. Registration begins	By August 15
Recruitment of youth MC, Town Hall speakers, moderators.	By August 31
Confirm elected officials who will participate in Town Hall	By August 31
Summit program finalized	By August 31
Videos completed, captioned, loaded on website.	By Sept. 15
Registration deadline	Sept. 21
Provide video links and instructions to participants	October 1
Conduct training session for speakers/moderators/breakout facilitators.	By October 4
Conduct technical run through.	By October 4
Children and Youth Summit	Public school October break week
Conduct voting to rank recommendations	Through end of October
Compile evaluation survey results and share with Planning Committee.	By October 31
Share ranked Summit recommendations with legislators and others.	By November 15
Send follow-up e-mails to participants about training opportunities, bills introduced, bill status.	Start November – Through end of legislative session
Facilitate youth response to questions from elected officials about intent and details of Summit recommendations for inclusion in legislation.	November – December.
Conduct Summit debriefing/quality improvement meeting with Planning Committee members.	By December 15
Participate in planning for Keiki Caucus press conference; recruit youth speakers.	January
Encourage youth participation in legislative advocacy via e-mail listserv. Provide information about ways to advocate for issues, bill drafts, hearing notices, bill status updates, legislative calendar, and more.	Weekly from November v through end of legislative session

Provide report to Summit participants about legislative outcomes.	May
Conduct legislative debriefing session	May – June
Provide final report on Grant-in-Aid.	July 30

Quality assurance and evaluation plans

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

At each Planning Committee meeting, progress toward meeting objectives and targets is reviewed. Specific members are assigned responsibility for managing activities and processes and report on progress at each meeting.. For example, in the 2022 Summit, Hawaii Afterschool Alliance organized the Lights, Camera, Take Action event, ; Get Ready Hawaii managed the tech crew and web site; and Hawaii Youth Services Network managed dissemination of the Summit recommendations and served as the liaison with the Keiki Caucus.

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

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

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

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

For the past 4 years, the quality assurance/improvement process has included a survey of youth participants.

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

Measures of Effectiveness

Outcomes/ Deliverables	Target	How Measured	Actual Outcomes 2022
Youth will identify and discuss key issues and needs that can be addressed through legislative action.			
Agree upon recommendations for legislative action.	10 recommendations for bills or resolutions	Youth reports from breakout groups at end of Summit.	10 recommendations.
Number of youth participating.	100 – 175	Registration sign-in, Remo virtual records. Email lists.	91 (limited capacity due to COVID considerations in 2022)
Number of youth voting to set priorities.	200	Voting app records.	83
Youth will participate in planning and conducting the Summit	15	Meeting minutes, Summit video records.	20 youth
Diverse representation in Summit Planning	10 organizations	Meeting minutes. Zoom meeting records. Email lists.	11 organizations
Participants will report:			
They were able to share their views about the issues and needs they care about.	75% agree	Follow-up Survey of Summit participants.	92% agree
They learned from other participants about important issues that the legislature should address.	75% agree		87% agree
They believe that their participation in the Summit made them feel	75% agree		94% agree

more involved with Hawaii's legislative process.			
They believe that young people were able to work together successfully to agree upon recommendations for legislative action.	75% agree		94% agree
They believe that legislators and policy makers will use the Summit priorities to create laws, policies, and/or programs.	75% agree		86% agree
They intend to follow-up by talking to legislators or participating in advocacy about a bill or resolution in some other way.	25% agree		<p>Planned actions – 2022 Participants</p> <p>Talk to a legislator or other elected person about an issue: 51%</p> <p>Participate in school or community meetings about an issue: 83%</p> <p>Testify on a legislative bill or resolution: 31%</p>

			Volunteer with an organization that works on an issue: 66%
The Keiki Caucus of the Hawaii Legislature will utilize the priorities determined at the Summit in developing bills and/or resolutions for its legislative package in the next legislative session	2 bills or resolutions introduced based on priorities.	Bill list on www.capitol.hawaii.org	In 2022, 6 Summit recommendations were incorporated into bills & resolutions. 1 resolution passed.
Youth will be trained, supported, and encouraged to continue to support and advocate for their issues.	Bi-monthly emails. At least 10 Instagram posts. 4 legislative status updates. 1 end-of-legislative-session briefing.	Email and Instagram log. Legislative status reports and records of transmission. Announcements, registration lists, attendance lists for briefing.	Bi-monthly emails. 2 Instagram posts. 4 legislative status updates. 1 end-of-legislative-session briefing.

When asked what the best parts of the Children and Youth Summit were, these were the top 4 responses (Multiple responses allowed):

- 1) Sharing issues and needs that I care about.
- 2) Having youth as moderators and breakout group facilitators.
- 3) Feeling that my voice could make a difference in my community.
- 4) Coming to agreement on recommendations for legislative action.
- 5) Being at the State Capitol, meeting in the same rooms where legislators make important decisions.

Seventy percent (70%) of survey respondents agreed that they would like to participate in a future Summit.

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

IV. Financial

Budget

BUDGET REQUEST BY SOURCE OF FUNDS

Period: July 1, 2023 to June 30, 2024

Applicant: _____

Hawaii Youth Services Network

BUDGET CATEGORIES		Total State Funds Requested	Total Federal Funds Requested	Total County Funds Requested	Total Private/Other Funds Requested
		(a)	(b)	(c)	(d)
A.	PERSONNEL COST				
	1. Salaries	17,500			
	2. Payroll Taxes & Assessments	1,925			
	3. Fringe Benefits	2,625			
	TOTAL PERSONNEL COST	22,050			
B.	OTHER CURRENT EXPENSES				
	1. Airfare, Inter-Island	5,000			
	2. Insurance	0			
	3. Lease/Rental of Equipment	0			
	4. Lease/Rental of Space	0			
	5. Staff Training	0			
	6. Supplies	1,500			
	7. Telecommunication	0			
	8. Utilities	0			
	9. Technical Support	29,014			
	10 Meals and refreshments	3,500			
	11				
	12				
	13				
	14				
	15				
	16				
	17				
	18				
	19				
	20				
	TOTAL OTHER CURRENT EXPENSES	39,014			
C.	EQUIPMENT PURCHASES				
D.	MOTOR VEHICLE PURCHASES				
E.	CAPITAL				
TOTAL (A+B+C+D+E)		61,064			

SOURCES OF FUNDING	(a) Total State Funds Requested	61,064	Budget Prepared By: Judith F. Clark	808-499-9966
	(b) Total Federal Funds Requested		Name (Please type or print) Judith F. Clark	Phone 808-499-9966
	(c) Total County Funds Requested		Signature of Authorized Official 	Date 1/7/2023
	(d) Total Private/Other Funds Requested			
TOTAL BUDGET		61,064	Name and Title (Please type or print) Judith F. Clark, Executive Director	

BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Period: July 1, 2023 to June 30, 2024

Applicant: Hawaii Youth Services Network

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
n/a			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTAL:				
JUSTIFICATION/COMMENTS:				

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

GOVERNMENT CONTRACTS, GRANTS, AND / OR GRANTS IN AID

App: Hawaii Youth Services Network Contracts Total: 277,514

	CONTRACT DESCRIPTION	EFFECTIVE DATES	AGENCY	GOVERNMENT ENTITY (U.S./State/Hawaii/ Honolulu/ Kauai/ Maui County)	CONTRACT VALUE
1	Hawaii Interagency State Youth Network of Care	3/1/2016- 2/28/2023	Hawaii Dept of Health, CAMHD	State	\$147,500/year
2	Basic Center Program	9/30/2021 - 9/29/2024	DHHS, Admin for Children & Families	Federal	\$200,000/year
3	Street Outreach Program	9/30/2022- 9/29/2025	DHHS, Admin for Children & Families	Federal	\$150,000/year
4	Personal Responsibility Education Program	10/1/2022 - 9/30/2023	Public School System, CNMI	State	\$83,038/year
5	Sexual Risk Avoidance Education Program	9/30/2022- 9/29/2023	Public School System, CNMI	State	\$110,174/year
6	Grant-in-aid, Hawaii State Legislature	Contract not yet in place (2022-2023)	Hawaii Legislature	State	\$ 40,000
7	AmeriCorps Evaluation	9/8/2022 - 9/7/2023	Public School System, CNMI	State	\$ 40,000
8	Safe Spaces for Youth Pilot Project	1/1/2023 - 12/31/2023	Office of Youth ServicesQ	State	\$ 197,514
9					
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Anticipated quarterly funding requests for the fiscal year 2023.

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$15,266	\$15,266	\$15,266	\$15,266	\$61,604

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

League of Women Voters Education Fund
 Hawaii Community Foundation CHANGE grant
 Basic Center Program, U.S. Dept. of Health & Human Services

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

None.

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

Grant or Contract Name	Funding Period	Funding Source	Use in Relation to Hawaii Children and Youth Summit
Funding in place to support the Hawaii Children and Youth Summit			
Basic Center Program	9/30/2021 – 9/29/2024	Federal, Admin. For Children & Families	Personnel costs for Executive Director and Administrative Manager. Administrative overhead.

Other Current Federal, State, and County government contracts, grants, and grants-in-aid – not used for the Hawaii Children and Youth Summit			
Grant or Contract Name	Funding Period	Funding Source	Purpose
Hawaii Interagency State Youth Network of Care	3/1/2016 – 2/28/2023. New contract expected starting 3/1/2022.	Hawaii Department of Health	Facilitate interagency efforts to ensure a coordinated, collaborative

			system of care for children, youth, and families with complex care needs.
Safe Spaces for Youth Pilot Project	1/1/2023 – 12/31/2023	Hawaii State Office of Youth Services	Planning and coordination for Safe Spaces for Youth Pilot Project
Street Outreach Program	9/30/2022 – 9/29/2025	Federal. Admin. for Children and Families	Provide outreach to runaway and homeless youth. Statewide, multi-agency partnership.
Personal Responsibility Education Program	10/1/2016 – 9/30/2023 (sole source contract renewed annually)	Public School System, Commonwealth of the Northern Mariana Islands	Teen pregnancy and STI prevention education
Sexual Risk Avoidance Education Program	9/30/2020 – 9/29/2023 (sole source contract renewed annually)	Public School System, Commonwealth of the Northern Mariana Islands	Teen pregnancy and STI prevention education
AmeriCorps Program Evaluation	9/1/2022 – 8/31/2023 (sole source contract renewed annually)	Public School System, Commonwealth of the Northern Mariana Islands	Evaluate effectiveness of the CNMI AmeriCorps program

6. The applicant shall provide the balance of its unrestricted current assets as of December 31.

Hawaii Youth Services Network

Balance Sheet Summary

As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	354,524.83
Accounts Receivable	43,703.39
Other Current Assets	196,454.62
Total Current Assets	\$594,682.84
Fixed Assets	40,132.92
Other Assets	2,961.89
TOTAL ASSETS	\$637,777.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	11,075.96
Credit Cards	-4,321.47
Other Current Liabilities	54,794.73
Total Current Liabilities	\$61,549.22
Total Liabilities	\$61,549.22
Equity	576,228.43
TOTAL LIABILITIES AND EQUITY	\$637,777.65

Hawaii Youth Services Network

Balance Sheet
As of December 31, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1010 Checking	162,816.18
1011 Checking - Restricted	0.00
1012 Checking-SBA PPP Loan funds	51,720.22
Total 1010 Checking	214,536.40
1100 FHB CD	29,209.93
1200 FHB Maximizer	110,991.27
1300 Petty Cash	0.00
9944 Reimbursements	-212.77
Cash Short	0.00
Total Bank Accounts	\$354,524.83
Accounts Receivable	
11100 Allowance for Doubtful Accounts	0.00
11400 Grants Receivable	0.00
1201 Accounts Receivable	43,703.39
1202 FYSB Grant Receivable	0.00
1220 ESH Receivable	0.00
Total Accounts Receivable	\$43,703.39
Other Current Assets	
12800 Employee Advances	0.00
13000 Prepaid Expenses	18,209.81
13050 Prepaid Insurance	0.00
1400 Morgan Stanley Dean Witter	0.00
1401 Morgan Stanley Bank N.A.#	371.88
1410 MSDW - Alliance Cost	0.00
1411 Dean Witter Liquid Asset	20,677.58
1412 Morgan Stanley - Savings	0.00
1413 Morgan Stanley - 12 Mo CD	0.00
1414 Morgan Stanley - 6 Mo CD	0.00
1415 ETF's & CEF's - Equities	11,178.06
1416 Mutual Funds - Equities	17,543.12
1417 ETF's & CEF's - Fixed Income & Preferred Securities	8,955.94
1418 Mutual Funds - Fixed Income & Preferred Securities	38,153.12
1420 MSDW - Unrealized Gain/(Loss)	0.00
1421 Morgan Stanley 6 mo CD 06/25/20-12/28/20	0.00
1422 Morgan Stanley 12 mo CD 06/23/20-06/23/21	0.00
1423 Morgan Stanley - Mutual Funds	81,365.11
Total 1400 Morgan Stanley Dean Witter	178,244.81
1499 Undeposited Funds	0.00
Uncategorized Asset	0.00
Total Other Current Assets	\$196,454.62

	TOTAL
Total Current Assets	\$594,682.84
Fixed Assets	
15000 Office Furniture & Equipment	49,914.97
15006 Software	1,700.99
CDC Program Ste 914	2,041.82
Total 15000 Office Furniture & Equipment	53,657.78
15005 Office Improvements	0.00
16000 Anti-Bullying Video	40,291.31
16010 Bullying PSA	10,000.00
17100 Accum Depr - Furn and Equip	-43,977.63
17500 A/D - Intangibles	-19,838.54
Total Fixed Assets	\$40,132.92
Other Assets	
18360 Security Deposits	2,961.89
Total Other Assets	\$2,961.89
TOTAL ASSETS	\$637,777.65
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	11,075.96
Total Accounts Payable	\$11,075.96
Credit Cards	
2200 FHB Credit Card	-4,321.47
2201 MC 6834	0.00
Total Credit Cards	\$ -4,321.47
Other Current Liabilities	
2100 Deferred Revenue	0.00
2300 Accrued Liabilities	0.00
2310 Payroll Taxes Payable	-0.04
2326 403(b) Payable-EE Contribution	0.00
2330 Accrued Vacation	54,794.77
2400 Funds Held For CYM	0.00
2455 Youth Matters Project July 2009	0.00
2460 Youth Empowerment Stories SB	0.00
2500 Loan Payable	0.00
Suspense	0.00
Total Other Current Liabilities	\$54,794.73
Total Current Liabilities	\$61,549.22
Total Liabilities	\$61,549.22
Equity	
3000 Unrestricted Net Assets	536,943.22
3001 Temporarily Restricted Net Assets	1,801.00
3002 Prior Period Adjustment	0.00
3900 Retained Earnings	-10,110.33
Net Income	47,594.54
Total Equity	\$576,228.43

TOTAL
\$637,777.65
TOTAL LIABILITIES AND EQUITY

V. Experience and Capability

1, Necessary Skills and Experience

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

Relevant experience and qualifications include:

- Twenty-two (22) years of experience in planning and conducting the annual Hawaii Children and Youth Summit.
- Eight (8) years of experience in serving as the lead organization.
- The Event Chair has 3 years of experience as Event Co-Chair. The Legislative Liaison and Fund Development Chair has 22 years of experience with the Summit; 9 as Chair or Co-Chair of the Summit.
- Forty-one (41) years of experience in managing multi-agency, state-wide, collaborative projects.
- Forty-one(41) years of experience in managing federal, state, county and foundation funds.
- HYSN has been named Hawaii's Outstanding Advocate for Children and Youth by the Hawaii State Legislature (2010 award to HYSN; 2005 award to its Executive Director)..
- HYSN has received 3 AIM for Excellence for Outstanding Nonprofit Management by the Harry and Jeanette Weinberg Foundation.

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

- **Hawaii Children and Youth Summit** – 2020, 2021, 2022. Funding sources: Na Lei Aloha Foundation, League of Women Voters of Hawaii Education Fund, Hawaii State Council on Developmental Disabilities, , Federal Administration for Children and Families, Hawaii Community Foundation. Pending 2022 grant-in-aid from the Hawaii Legislature.
- **Hawaii Interagency State Youth Network of Care (HI-SYNC)** – HYSN is the

facilitator for HI-SYNC, a multi-agency forum focused on improving outcomes for children, youth and families through continuous review and analysis of data to identify areas for system improvement, the recommendation of policies to address system barriers, collaboration, coordination, integration of services and resources.

- **Runaway and Homeless Youth Collaborative** – Established in 1981, the Runaway and Homeless Youth Collaborative provides street outreach, shelter, and transitional living services to runaway and homeless youth ages 12 – 21. Five partners provide services statewide, while HYSN provides , incoordination, grant management, training, and evaluation. Accomplishments in 2019 include two new federal grant awards – Homeless Youth Demonstration Project and Street Outreach Program.
- **Teen Pregnancy Prevention** - Since 2005, HYSN has worked to build the capacity of organizations to select, implement and evaluate evidence-based approaches to teen pregnancy prevention. HYSN has produced 5 culturally relevant videos that are widely used in Hawaii and the Pacific Islands.
- **Community Resource Coordinator, Child Abuse Prevention** – Contract with the Department of Health Maternal and Child Health Branch, HYSN worked with 9 organizations to purchase and distribute educational technology, hygiene supplies, and PPE to children and families at risk of child abuse and neglect. The project prioritized Pacific Islanders.

2. Facilities

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

The Lights, Camera, Take Action event will utilize afterschool program sites and community organization meeting rooms to bring groups of youth together. Each group will join the youth speakers and moderators and view the videos on Zoom. Polls, quizzes, and games will encourage wide participation.

Because Planning Committee members live on multiple islands, most planning meetings will be conducted via Zoom. In-person meetings will be hosted by various Planning Committee member organizations.

VI. Personnel: Project Organization and Staffing

1. Proposed Staffing, Staff Qualifications, Supervision and Training

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

Jefferson Gourley, Executive Director of Get Ready Hawaii will serve as Event Chair. Mr. Gourley has participated in Summit leadership for the past 5 years including serving as Co-Chair for the past two years. His resume is included at the end of this section.

Kierra Thompson, HYSN Program Specialist is assigned at .50 FTE to assist the Chairs with Summit planning and execution. She will manage much of the coordination for the event, provide staffing support to the event and committee chairs, and conduct follow-up with the youth who attend. She has worked on the Children and Youth Summit for 4 years. She has also served as an appointed member of the Hawaii State Youth Commission, including terms as Vice Chair and Secretary. Her resume is included at the end of this section.

Judith Clark, who served as Summit Chair or Co-Chair for the past eight years, will continue to serve as Legislative Liaison and Fund Development Chair. Ms. Clark is the Executive Director of Hawaii Youth Services Network, which will be the recipient of the grant-in-aid funds. She and her staff will ensure allowable use and accurate accounting of State and other Summit funds. Her resume is included at the end of this section.

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

Tech Support – Responsible for managing the virtual conference platform, updating and maintaining the Children and Youth Summit web site, and managing the online voting system. Jeff Gourley who chaired the Technical Support Committee for the past five years is moving up to Event Chair. New co-chairs will be selected from among the experienced tech crew who have participated in past summits. They are current college students or recent graduates including Anna Gustafson (Website and App Designer), Graphic Designer (Kasey Kawaguchi), Watch Party Host and Tech Support (Aleta Hammerich) and Production Assistants (Andy Feifarek and Kevin Kolrich).

Youth Engagement - Responsible for recruiting, training, and supporting the youth and youth adults that will serve as moderators, speakers, video producers, breakout group facilitators/recorders, and event participants. Will organize Lights, Camera, Take Action. Chair Jennifer Masutani (Program Director, Hawaii Afterschool Alliance).

Disability Access and Inclusion - Responsible to ensuring that the event is inclusive for persons with disabilities. Reaches out to youth with disabilities to

engage them in leadership roles and as Summit participants. (Chair: Zosimo Arista (Hawaii State Council on Developmental Disabilities).

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

Fund Development – Responsible for securing and managing funding to support the annual Children and Youth Summit. Chair: Judith Clark (Executive Director, Hawaii Youth Services Network).

Additional staffing support will be provided by the Hawaii Youth Services Network Administrative Manager as an in-kind contribution to the program. Regina Jacobs, Administrative Manager and our contracted CPA, Natalie Iwasa, will ensure accurate accounting and allowable use of grant-in-aid funds. Ms. Jacobs has more than 15 years of experience in managing federal, state and county government grants and contracts and previous legislative grants-in-aid.

HYSN's competence in fiscal management is exemplified by this comment in the 2022 federal site monitoring report for HYSN's runaway and homeless youth program. "***The grants monitoring and oversight that the HYSN team conducts with the sub-grantees is impressive. Their meticulously detailed sub-grantee financial oversight process for tracking funds for approved grant activities is more comprehensive than what FYSB requires of grantees. The quality assurance processes of the HYSN team have been effective at complying with FYSB administrative and fiscal federal grant requirements. The core skills of complex federal grant management are paired with the strong cooperation between HYSN and their partners.***"

Supervision and Training

Hawaii Youth Services Network staff – Supervision of the HYSN Program Specialist and Administrative Manager will be provided by Judith Clark, Executive Director. Because all staff have multiple years of experience in planning and conducting the Children and Youth Summit, no specific training will be needed. Levels of experience include Administrative Manager – 12 years, Program Specialist – 4 years. HYSN provides ongoing opportunities for professional development for all staff.

Tech Crew – Supervision of the Summit Tech Crew will be by the Tech Chair (TBD). Tech crew will receive an orientation to the Summit. There will be an online tech run through for Lights, Camera, Take Action and an onsite tech run through at the Capitol Building on the day prior to the Summit. Most tech crew members have worked at previous summits.

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

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

Sign Language Interpreters and Captioners – The sign language interpreters and captioners will be contracted through Hawaii Interpreter Services. Within 2 weeks prior to Lights, Camera, Take Action, they will participate in a tech run through. The Disability Access and Inclusion Chair will make arrangements and respond to questions.

Resumes for Project Co-Chairs and Key Staff:

Starting on next page.

Jefferson D. Gourley

RESUME

73-4198 Holu Street
Kailua-Kona, HI 96740

808-895-2803

jeff@getreadyhawaii.org

OBJECTIVE

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

EDUCATION —

McFord University

Atlanta, Georgia

Master of Sciences in Organizational Psychology

Bachelor of Sciences in Child and Adolescent Development

Kealakehe High School

Kailua-Kona, Hawaii
Cum Laude Diploma

KEY SKILLS —

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

EXPERIENCE

July 2017 to the Present

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

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

August 2007 to November 2017

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

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

March 2011 to June 2014

Youth Development Coordinator • Family Support Hawai'i

- Development and administration of a Youth Advisory Council

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

July 2008 to June 2015

Owner and Chief Executive Officer • Amplified LLC

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

November 2005 to June 2007

Youth Development Specialist • Family Support Hawai'i

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

August 2004 to June 2006

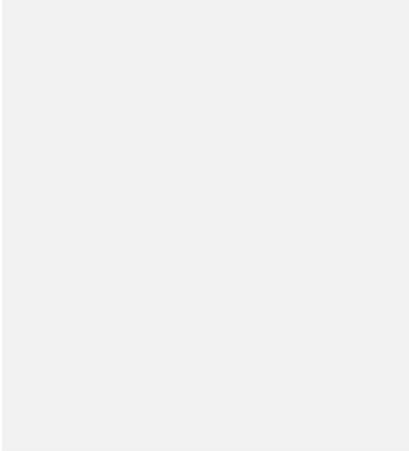
Animal Care Technician II and Office Mngr. • Paws University

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

October 2003 to August 2004

Youth Development Assistant • Family Support Hawai'i

- Development and administration of a Youth Advisory Council
- Design and implementation of educational and recreational activities as appropriate to program contracts.
- Organize and facilitate family strengthening activities.



- Identify and engage at-risk youth who would benefit from program services.
- Coordinate program activities with staff and partner community organizations.
- Maintain accurate records of participant data.
- Perform administrative tasks as required by contract.

KIERRA R. THOMPSON

SKILLS

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

EXPERIENCE

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

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

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

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

- Does logistics for events (i.e. Camp Palehua, etc.)
- Checks in with each member of the Commission to keep everyone involved.
- Creates/edits documents (i.e. By-Laws, Annual Report, Agendas, Minutes, Biweekly email).
-

Hostess/Server Assistant/Server Captain, Vintage Cave Café/Angelo Pietros, February 2017- February 2021

- Recognized VIP customers immediately and provided special treatment, including preferred tables.
- Supported management by helping resolving customer service and food-related issues to maintain guest satisfaction.
- Helped to plan and execute parties for more than 50 guests, including coordinated menus and preparing tables.
- Calculated charges, issued table checks, and collected payments from customers.
- Answered phones politely and promptly, accurately recording and confirming reservations.
- Maximized team performance by training new employees on proper food handling, guest expectations, and restaurant protocols.
- Managed closing duties, including restocking items and reconciling cash drawer.

EDUCATION

Associate of Arts, Liberal Arts. *Honolulu Community College*. Graduated in May 2021. Bachelor's in

Forensic Psychology. *Arizona State University*. Fall 2021 – Spring 2024

JUDITH F. CLARK, M.P.H.**WORK EXPERIENCE****Executive Director** 2000—present**Hawaii Youth Services Network (HYSN)**

Administers statewide coalition of youth-serving organizations and a Pacific Islands training and technical assistance center. Designs, implements and evaluates programs to build organizational capacity of youth agencies through intensive training and technical assistance in Hawaii and the Pacific Islands. Facilitates collaborative fund and program development efforts among Network members. Adapts evidence-based curricula to be more culturally appropriate for minority youth and develops new culturally relevant videos. Writes and manages grants and contracts for runaway and homeless youth, teen pregnancy and STI prevention, bullying prevention, teen dating violence, evaluation, and other issues. Represents HYSN in public policy development and advocacy efforts that have resulted in improved access to health care, expansion of education opportunities for foster youth, funding for substance abuse and family planning services, and other policies/programs for youth. Designs and conducts professional development training specializing in non-profit management, sustainability, cultural competency, grant writing and grant management (See list of curricula and workshops designed on p. 3).

Adjunct Faculty 2009- 2019**University of Hawaii, John A. Burns School of Medicine**

Taught graduate level class in *Grant Writing in Public Health*.

Other Work and Related Experience:

- Grant Reviewer, Administration for Children and Families, U.S. Dept. of Health & Human Services, 2001 – present; US Centers for Disease Control 2003 - present.
- Peer Monitor, Administration for Children and Families, U.S. Dept. of Health and Human Services, 2001-present.
- Co-owner of farm in Waiahole Valley, 1976—present.

EDUCATION

- Master of Public Health degree (MPH), major in Public Health Education; University of Hawaii
- Bachelor of Education degree (Ed.B), major in Elementary Education; University of Hawaii
- Harry and Jeanette Weinberg Foundation Fellow, 2005 (Non-profit executive leadership program)
- Maternal and Child Health Community Leadership Institute, American Public Health Association, 2004-2005; Advanced Institute 2005-2006.

AWARDS/HONORS

Individual:

- AIM for Excellence Award for Outstanding Achievement in Nonprofit Management, Harry and Jeanette Weinberg Foundation, 2009, 2013, 2017.
- Spirit of Respect Award, National Safe Place Network, 2020
- Facilitating Community Activism Award, Interfaith Council of Hawaii, 2013.
- Spirit of the Community Award, Hawaii's Hearts, 2013.
- Delta Omega Society Member, Inducted 2012 (National Public Health Honor Society)
- Hawaii's Outstanding Advocate for Children and Youth Award, presented by Hawaii State Legislature, 2005.
- Century Donor, Blood Bank of Hawaii, 2003.
- Angel of the Islands Award, presented by Sisters Offering Support, 2002.
- United States Public Health Service Traineeship.
- Special Merit Award for School and Community Service, University of Hawaii.

Hawaii Youth Services Network

- Public Health Hero, Hawaii Public Health Association, 2020.
- Community Collaborator Award, Hawaii Alliance of Nonprofit Organizations, 2018.
- Excellence in Community Communications and Outreach Award, U.S. Substance Abuse and Mental Health Services Administration (SAMHSA), 2017.
- Pele Award (Public Service Announcement Category), American Advertising Federation – Hawaii, 2017
- Award of Merit, National Academy of Television Arts and Sciences (Northern California chapter), 2014
- Hawaii's Outstanding Advocate for Children and Youth, 2010.

COMMUNITY SERVICE (current only)

- Hawaii Pacific University, College of Health and Society Advisory Board
- National Safe Place Network Advisory Board
- Public Health Community Advisory Group, University of Hawaii.
- Youth Homelessness Demonstration Project Steering Committee
- Hawaii Association of Non-Profit Organizations (Founding Member)
- Children and Youth Summit Planning Committee (Co-Chair)
- Hawaii Says No More (Core Team Member)
- Partners in Care
- Blood Bank of Hawaii (Double Century Donor)
- Keiki Caucus Resource Group
- Waiahole Waikane Community Association
- Kealahou Services Executive Committee

WORKSHOPS/CURRICULA DESIGNED/CREATED BY JUDITH CLARK**Organizational Management:**

- Designing Program Outcomes (logic model and evaluation) (5 hours)
- Building Sustainable Programs (3 hours)
- Ice Cream, Cookies and Fruit: Marketing Your Program for Sustainability (90 minutes)
- Managing Partnerships, Collaborations, Subgrants and Contracts with Federal Funds (60 minutes)
- Icebreakers, Energizers and Team Building Activities to Enhance Youth and Adult Learning (90 minutes)

Grant Writing/Grant Management:

- Is This Funding Opportunity Right for You? (90 minutes)
- Introduction to Grant Writing (1 day)
- Managing Federal Grants (1 day)
- Tips and Tools for Grant Writing Success (2 hours)
- Grant Writing in Public Health (1 credit graduate-level course for University of Hawaii)
- Program Performance Reporting for Federal Grants (90 minutes)
- Non-competitive Continuation Applications for Federal Grants (90 minutes)

Cultural Competency

- Designing Culturally Competent Programs for Asian and Pacific Islander Youth (90 minutes)
- Involving Youth in Health Education through Culturally Relevant Video Production (60-90 minutes)
- Increasing Capacity for Teen Pregnancy Prevention in the Pacific Islands

Financial Empowerment

- Your Money Your Goals: Financial Empowerment for Youth and Families

PUBLICATIONS**Books:**

Dela Cruz MRI, Braun KL, Lee NR, Clark J, Jessen C, Shegog R, Duran F, Frerichs L. Addressing sexual health in indigenous communities. In Burhansstipanov L, Braun, KL. (Eds.) *Indigenous Public Health: Improvement through Community-Engaged Interventions*. Lexington, KY: University Press of Kentucky, in press.

Professional Journals:

Smith, T., Clark, J. F. & Nigg., C. R. (2015). [Insights in public health: building support for an evidence-based teen pregnancy and sexually transmitted infection prevention program adapted for foster youth.](#) Hawaii Journal of Medicine and Public Health, 74, 27-32.

Clark, J. "Promoting Science-Based Approaches to Teen Pregnancy Prevention," Hawaii Journal of Public Health 1:1 (December 2008), pp. 29-35.

Educational Videos:

Bullying Bystander Public Service Announcements (2), Hawaii Youth Services Network, 2017.

Take a Stand, Lend a Hand, Hawaii Youth Services Network, 2016 (bullying prevention).

Lani's Choice, Hawaii Youth Services Network, 2015 (sexually transmitted infection prevention).

The Hard Way: Pacific Region, Hawaii Youth Services Network, 2014 (HIV prevention).

Condom Negotiation Dialogue, Hawaii Youth Services Network, 2014.

Kealia's Monologue, Hawaii Youth Services Network, 2014 (HIV prevention).

You Cannot Get HIV Ladatt, Hawaii Youth Services Network, 2008 (teen pregnancy prevention).

Protect Our Children, Hawaii Youth Services Network, 2003 (Commercial Sexual Exploitation of Youth).

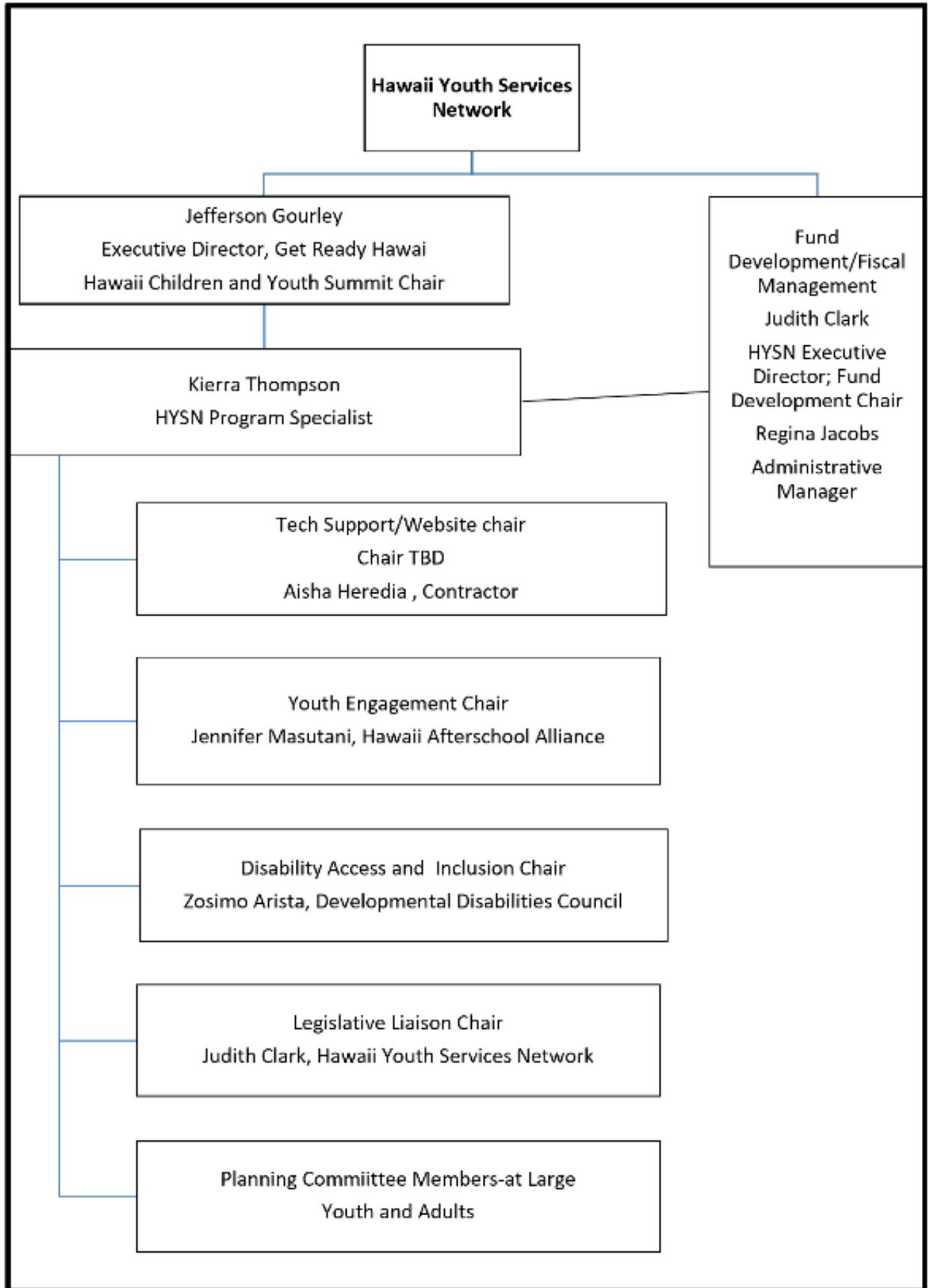
Curriculum/Training Materials:

[Faces of Love and Courage: The Intersection of Street Youth, Pregnant/Parenting Teens, LGBT Youth and Intimate Partner Violence](#) (co-author); Hawaii Youth Services Network; 2008.

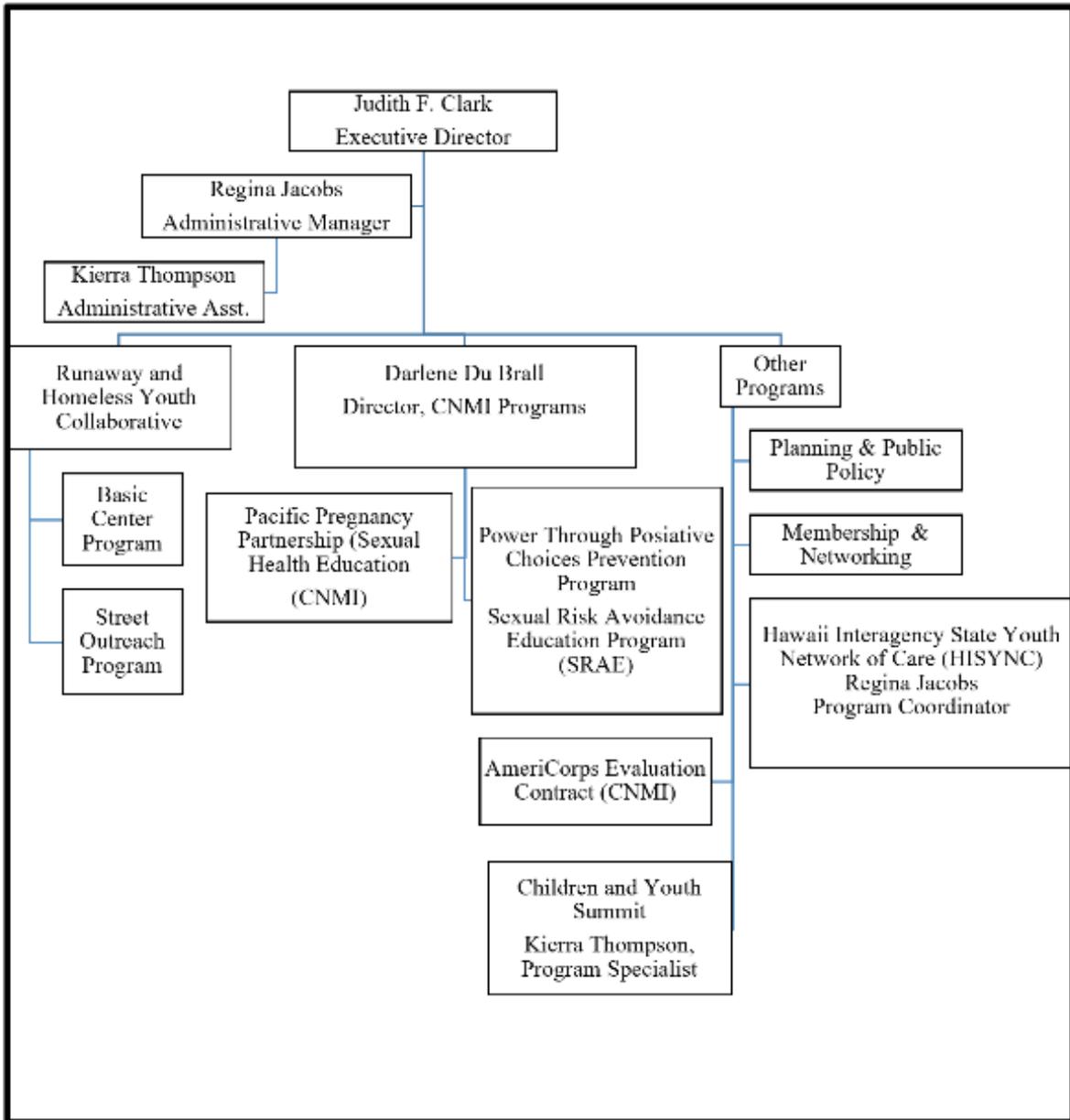
[Training the E-Z Way: A Guidebook for Trainers and Facilitators](#), National Network for Youth, 2004 (Contributor/Reviewer).

[Commercial Sexual Exploitation Education Kit](#), Hawaii Youth Services Network, 2003.

Organization Chart – Next page



**HAWAII YOUTH SERVICES NETWORK
ORGANIZATION CHART 2022**



3. Compensation

Executive Director: \$85,000 - \$110,000

Director, CNMI Programs: \$60,000 - \$75,000

HISYNC Coordinator/Administrative Manager: \$50,000 - \$65,000

VII. Other

1. Litigation

Hawaii Youth Services Network is not a party in any pending litigation and has not outstanding judgments.

2. Licensure or Accreditation

No relevant licenses or accreditations.

3. Private Educational Institutions

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

4. Future Sustainability Plan

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

HYSN has been able to use its federal Basic Center Program grant for some staffing and overhead expenses and expects to be able to continue to do so. The Basic Center Program grant has supported HYSN's statewide network of youth-serving organizations with consecutive 3-year grants since 1981. The current grant will expire on September 29, 2024.

Other current funders from whom we expect continued support include:

- Hawaii State Council on Developmental Disabilities
- League of Women Voters of Honolulu Education Fund

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

"The Children and Youth Summit has provided a vehicle to give youth the opportunity to share ideas and critical issues important to them with state legislators. . . . We continue to strongly support the Annual Children and Youth Summit. . . . The Summit allows youth with DD {developmental disabilities} to bring

their voice to policy makers and their peers. . . . It also has provided a venue for children and youth with disabilities to participate alongside their peers, to advocate for themselves and each other, and to work together for the betterment of future generations.”

--Hawaii State Council on Developmental Disabilities

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

--Hui for Excellence in Education

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

--Planned Parenthood of the Great Northwest and Hawaii

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

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