

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

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

THE TWENTY-FIFTH LEGISLATURE  
HAWAII STATE LEGISLATURE  
APPLICATION FOR GRANTS & SUBSIDIES  
CHAPTER 42F, HAWAII REVISED STATUTES

Log No: 62-0

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): \_\_\_\_\_

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

1. APPLICANT INFORMATION:

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

Dbas:

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 M. NALANI FUJIMORI KAINA, ESQ.

Title Executive Director

Phone # 808-527-8014

Fax # 808-527-8088

e-mail nafujim@lashaw.org

3. TYPE OF BUSINESS ENTITY:

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

6. DESCRIPTIVE TITLE OF APPLICANT'S REQUEST:

CIVIL LEGAL SERVICES TO THE POOR AND LOW INCOME THROUGHOUT THE STATE OF HAWAII

4. FEDERAL TAX ID #: \_\_\_\_\_

5. STATE TAX ID #: \_\_\_\_\_

7. AMOUNT OF STATE FUNDS REQUESTED:

FY 2012-2013 \$ 800,000.00

8. 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 \$2,103,000.00  
 FEDERAL \$3,249,000.00  
 COUNTY \$0  
 PRIVATE/OTHER \$1,052,000.00

TYPE NAME & TITLE OF AUTHORIZED REPRESENTATIVE:

\_\_\_\_\_

M. NALANI FUJIMORI KAINA, EXECUTIVE DIRECTOR

NAME & TITLE

DATE SIGNED

**DECLARATION STATEMENT  
APPLICANTS FOR GRANTS AND SUBSIDIES  
CHAPTER 42F, HAWAI'I 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, Hawai'i 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 ensuring 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.

For a grant or subsidy used for the acquisition of land, when the organization discontinues the activities or services on the land acquired for which the grant or subsidy 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 or subsidy 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.

\_\_\_\_\_  
Legal Aid Society of Hawai'i  
(Typed Name of Individual or Organization)



\_\_\_\_\_  
(Date)

\_\_\_\_\_  
M. Nalani Fujimori Kaina  
(Typed Name)

\_\_\_\_\_  
Executive Director  
(Title)

## **I. BACKGROUND AND SUMMARY**

### **1. Brief description of the applicant's background.**

The **Legal Aid Society of Hawai'i** (Legal Aid), a community-based, nonprofit law firm has empowered low-income and disadvantaged people throughout our state for over 60 years. It is the only civil legal service provider in the state, and one of the few non-profits, with statewide coverage through ten offices on each of the islands, from Lana'i to urban Honolulu. It provides assistance to clients facing family, housing, consumer, public benefits, tax, child welfare, elder law, and immigration issues.

Legal Aid continues to be guided by its original mission—to provide access to justice for all low-income citizens of Hawai'i. In January 2010, due to major cuts in funding for legal services, the Hawai'i Immigrant Justice Center became a part of Legal Aid, expanding Legal Aid's practice areas to include immigration legal assistance.

Legal Aid's primary clients are individuals and families with incomes up to 125% of the federal poverty level. Legal Aid also helps working low-income families and individuals whose incomes are below 250% of the federal poverty level.

Legal Aid's critical services are wide-ranging, impacting the lives of over 22,500 people in Hawai'i each year.

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

In this supplemental year, Legal Aid is requesting funding for civil legal services through a \$800,000 grant from the legislature to continue to provide services statewide.<sup>1</sup> Funding under this grant would renew the state's over thirty-six year commitment to funding civil legal services to the poor.<sup>2</sup> While the legislature passed significant legislation last year to increase funding for legal services through an increase in the indigent legal assistance surcharge, full benefit from this legislation will not occur until FY16, leaving a gap in funding for the organization. The end of Stimulus funding, reductions by Congress to LSC funding, and the lowest federal funds interest rates which affect funding from Interest on Lawyer Trust Account, have compounded the financial need for Legal Aid. Realizing the seriousness of this potential crisis, Legal Aid is currently taking steps to reassess its service delivery and is engaging in a strategic planning

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<sup>1</sup> In FY 1992, funding for this grant to the Legal Aid Society of Hawai'i was at \$1.47 million. Between FY 1993 – FY 1997 the grant slowly decreased to \$1 million. In FY00 the award decreased to \$810,000 for four years, and in FY04 dropped to \$647,000. In both FY06 and FY07, funding was \$649,000. Funding increased to \$810,000 for FY08, dropped to \$800,000 for FY09 and while TANF funds were allocated for FY10, no funds were released. Rainy Day funds in the amount of \$720,000 were allocated for FY11, but not released until May 2011 and are being used throughout this fiscal year.

<sup>2</sup> State funding for general civil legal services has been provided since 1975. Civil legal service funding was provided through the Department of Labor's Office of Community Service under a purchase of service contract, but was moved to the Judiciary in 2004 by the legislature as a grant-in-aid. While a critical needed service in the community, civil legal service funding currently does not have a funding home and as such has had to seek funding through the grant-in-aid process.

effort to determine the level of services that can be provided to the community with limited funding. Failure to receive this funding will result in the severe reduction of services, possible office closures, and staff layoffs. It will also mean that members of the client population who call Legal Aid for assistance will not be helped.

With the support of this grant, legal services will continue to be provided statewide through Legal Aid's ten offices (Oahu – Honolulu,<sup>3</sup> Windward and Waianae; Maui; Big Island - Hilo, Kona; Kauai; Lana'i and Moloka'i) and satellite sites. 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.

Legal Aid will provide critical legal assistance, community education and outreach services to:

- **Maintain or secure affordable housing**
- **Help families become safe and stable with family law services, including protection from domestic violence, child custody and support**
- **Protect families and individuals from a consumer problem such as mortgage “rescue” scams or illegal debt collection practices Obtain public benefits such as disability benefits from the Social Security Administration or Medicaid**
- **Eliminate barriers to being homeless**
- **Secure appropriate placement and services for abused and neglected children**
- **Provide critical legal services to assist immigrants and those in need of language access.**

Over the last year, the demand for legal services has grown as a result of the recession. Many clients seeking assistance would not have qualified for services as before and the desperation for assistance is often seen. The loss of this funding combined with federal cuts and the ending of ARRA funding will reduce Legal Aid's funding by 19.01%. Furthermore, loss of these funds may affect Legal Aid's ability to leverage over \$750,000 in federal funds into the state that has allowed the organization to expand its capacity to provide services in the areas of housing discrimination, supportive legal services to the homeless, housing counseling, tax disputes with the IRS, and legal assistance to domestic violence victims.

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

The Preamble of the United States Constitution states, “We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.” The Constitution establishes Justice as a citizen's fundamental right to secure prosperity, however low income and working poor citizens are often unable to access a just legal system. Author Deborah L. Rhode says, “No issue presents a more dispiriting distance between

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<sup>3</sup> In addition to its main branch at 924 Bethel Street, Legal Aid has an office in Chinatown for the Hawai'i Immigrant Justice Center at the Legal Aid Society of Hawai'i.

America's core principles and actual practices than access to justice. We embrace equal justice as a social ideal, but fail to make even minimal access a social priority."<sup>4</sup>

The effects of increased poverty are widespread throughout Hawaii: more people are losing their homes to foreclosure with Hawaii ranking 10<sup>th</sup> in the nation for foreclosures<sup>5</sup>, there is an increase in homelessness with 14,000 people utilizing shelter services or accessing homeless outreach programs<sup>6</sup>, and in 2010 more than 133,043 people in Hawaii received supplemental nutritional assistance program (food stamp) benefits<sup>7</sup>.

In a 2007 report, Achieving Access to Justice for Hawaii's People: The 2007 Assessment of Civil Legal Needs and Barriers of Low and Moderate-Income People in Hawaii,<sup>8</sup> key findings discovered that:

- 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 includes 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.

Since this report, the total number of people living below 200% of the federal poverty guidelines has increased by 8.52%. In 2011, responding to the demand for services, Legal Aid's attorneys and paralegals closed 10,144 cases and served over 22,500 children, adults and seniors.

In October 2011, staff members conducted 166 interviews with stakeholders in the community. Stakeholders represented the diversity of Hawaii including clients, government officials, social service providers and private attorneys. Each stakeholder was also asked to identify what they believe should be Legal Aid's top three priorities to address the current issues facing the low-income community. The Stakeholders were given Legal Aid's current priorities and were told they could also add their own. When comparing the top four priority areas determined by Stakeholders to the top four priority areas of service for FY11, Support for Families, Preserving the Home (non-foreclosure) and Maintaining Economic Stability are ranked in each list. This

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<sup>4</sup> Rhode, Deborah, L. *Access to Justice*. New York; Oxford University Press, 2004. Print.

<sup>5</sup> August 2010 RealtyTrac figures: <http://www.bizjournals.com/pacific/stories/2010/09/13/daily32.html>

<sup>6</sup> Homeless Survey Utilization Report 2010),

<sup>7</sup> <http://hawaii.gov/dhs/self-sufficiency/benefit/FNS>

<sup>8</sup> [http://www.legalaidhawaii.org/HUI\\_Access\\_to\\_Justice.pdf](http://www.legalaidhawaii.org/HUI_Access_to_Justice.pdf).

comparison reinforces that Legal Aid continues to serve low-income individuals in the program priorities that are deemed most important by the community. As the size of Hawaii's low-income population increases, our dedication to achieving fairness and justice through legal advocacy, outreach and education for those in need becomes even more important.

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 Aid's services act as a safety net to ensure that those most disenfranchised have access to the legal system and help to achieve access to justice for Hawaii's low-income individuals and families.

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

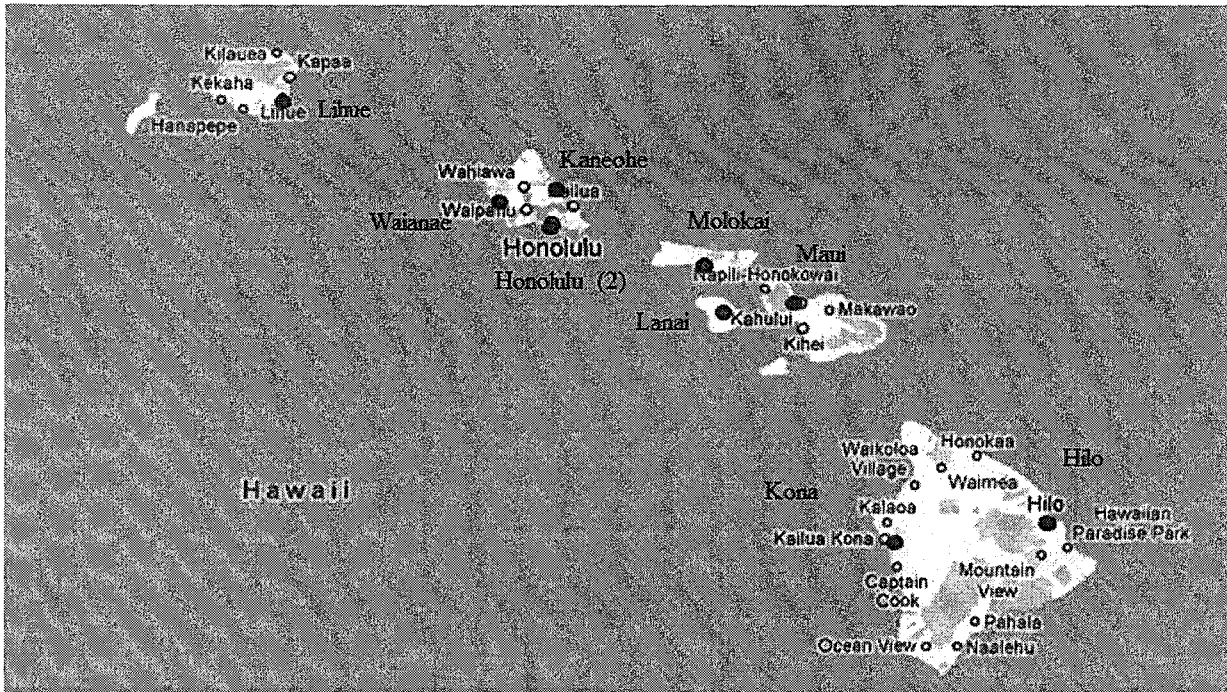
Legal Aid will provide free legal services to the low-income population with incomes less than 125% of the poverty level. According to the 2010 American Community Survey, more than 13.92% of Hawaii's population lives below 125% of the federal poverty guidelines and is therefore eligible for Legal Aid's services.

Legal Aid intends to provide civil legal services to those in need of assistance in the areas of housing, family (including protective orders), consumer, public benefit, child welfare, tax, elder, and immigration cases.

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. Legal Aid has offices in each of the major Hawaiian Islands (Oahu – two offices in 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, Haleiwa Resource Clinic, US Vets, Next Step Shelter in Kakaako, and regularly visit the homeless at an additional sixteen locations on Oahu, six on Maui and four on Kauai. Legal Aid continues to be dedicated to these communities. The map shows the extensive reach of Legal Aid's services illustrating the locations of Legal Aid's 10 offices statewide:



## II. Service Summary and Outcomes

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

Under this grant, in each island and branch office, Legal Aid staff can provide civil legal services in the following priority case areas:

- **Support for families:** This area includes child custody, child support, domestic violence, visitation, divorce, property division and in some cases ex-military spouse issues. A domestic violence victim may require assistance in obtaining a temporary restraining order or establishing temporary custody, visitation, and support. Paternity cases are accepted to determine custody, visitation, and child support rights and obligations. This work is approximately 34.05% of the cases Legal Aid handles.
- **Keeping children safe and secure:** Provide guardians ad litem services for abused and neglected children; assist with guardianships and adoptions; and advise family members and others about their rights and responsibilities in caring for abused and neglected children. Services also include assistance in educational matters. Children's work represents 4.5% of the cases handled.
- **Preserving the home:** Issues include private landlord eviction defense or negotiation; foreclosure assistance; mortgage predatory lending practices, housing discrimination; public housing applications, evictions, grievances, rent issues, and security deposits; and, habitability, repairs, illegal lockouts, or illegal utility shutoff. Of the total number of cases, 18.49% of Legal Aid's work is in this area.
- **Maintaining economic stability:** Public benefits may be the only source of income for an individual or family. Assistance with denials, appeals and terminations of SSI, General

Assistance, Temporary Assistance for Needy Families (TANF), SNAP (fka Food Stamps) and other public benefit programs. Unemployment and Veteran's benefits are also areas in which assistance is provided. Cases in this area represent 26.34% of Legal Aid's work.

- **Protecting consumers:** Consumer issues include predatory lending, debt collection, bankruptcy, consumer credit matters, repossession, tax, and unfair or deceptive practices. Of the total number of cases, 6.51% of Legal Aid's work is in this area.
- **Promoting safety, stability and health:** These include program denials of services or eligibility as well as terminations from the health insurance programs, district court restraining orders, individual rights, immigration, powers of attorney and advance health care directives. This work is approximately 9.77% of the cases Legal Aid handles.
- **Assisting populations with special vulnerabilities:** Legal Aid focuses many of its services toward populations with special vulnerabilities, including the homeless, immigrants and seniors.

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

- **Screening** an applicant for services begins with our streamlined intake hotline which provides accurate information and advice to the greatest number of clients possible. Legal Aid receives over 34 calls per day on the hotline. 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. The intake worker further accesses if the applicant is over-income but may be

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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 currently an applicant's monthly income must be under \$1,763 for a household of two, \$2,681 for a household of four, and \$3,592 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.



qualified for assistance through our Affordable Lawyers Program<sup>9</sup> or another program which may have higher income qualifications like our Foreclosure Counseling Program.

- Third, applicants are screened for their citizenship. Legal Aid can only provide services to citizens of the United States, legal resident aliens or immigrant victims of crime. 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, they are informed that Legal Aid is not able to assist with criminal matters. Other examples include if an applicant is calling about a legal issue in another state, or calling for another party which would preclude 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 2011, 3,474 referrals to other agencies were made. Common referrals include partner agencies including:
  - Domestic Violence Action Center
  - Volunteer Legal Services Hawai'i
  - UH Elder Law Project
  - Hawai'i Disability Rights Center
  - Native Hawaiian Legal 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>10</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

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<sup>9</sup> To be qualified for the Affordable Lawyers Program which is a reduced fee program, an applicant must have income below 250% of the Federal Poverty Guidelines. For example currently an applicant's monthly income must be under \$3,527 for a household of two, \$5,363 for a household of four, and \$7,185 for a household of six.

<sup>10</sup> Over 61 sections on various legal issues are available to intake advocates along with checklists and a resource binder with referral information.

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. In 2011, over 10,000 brochures were distributed to individuals seeking more information about their legal and non-legal issues. All information generated during this intake is documented in a computer "docket."

- **Limited Action** is 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 most often represents 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.
- **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.
  - Annual Public Benefits training, a 2-day overview of public benefits law, to which social service agencies are invited to attend.

With the assistance of this grant, Legal Aid intends to provide critically-needed legal services to approximately 10,000 families and individuals and positively affect the lives of over 20,000 people. In 2011, we closed the following number of cases, listed by office and type of case:

	Support for Families	Keeping Children Safe and Secure	Preserving the Home	Foreclosure Prevention	Maintaining Economic Security	Protecting Consumers	Promoting Safety, Stability and Health	Services to Culturally & Linguistically Isolated Populations	Misc.	Total
Honolulu	1715	309	947	499	1420	530	167	231	24	5842
Leeward	196	7	97	1	196	5	15	1	0	518
Windward	192	15	34	0	186	4	14	0	0	445
Kauai	355	9	69	0	114	13	35	2	12	609
Maui	425	32	125	4	209	39	191	0	0	1025
Molokai	70	49	14	1	54	10	131	0	6	335
Lanai	17	0	1	0	8	1	17	0	0	44
Hilo	194	19	41	0	336	32	178	1	6	807
Kona	257	16	38	5	149	21	32	1	0	519
<b>Total</b>	<b>3421</b>	<b>456</b>	<b>1366</b>	<b>510</b>	<b>2672</b>	<b>655</b>	<b>780</b>	<b>236</b>	<b>48</b>	<b>10144</b>

**2. Timeline.**

Services shall be provided during the next fiscal year from July 1, 2012 to June 30, 2013.

**3. Quality Assurance and Evaluation**

Legal Aid is dedicated to providing high quality legal services. Its manuals and policies set forth the protocols for providing excellent service and evaluation procedures to assure that Legal Aid’s high standards 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 Manual.** Revised in December 2007 and most recently amended in November 2011, to ensure the most up-to-date compliance, this manual establishes the protocols for intake; case acceptance and handling protocols; closing cases; appeals; and timekeeping and reporting. 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. 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 Employee Handbook** 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 manner 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 Personnel and Client Relations Committee which handles and addresses client complaints.
- The Board receives these quarterly client evaluations, discusses how Legal Aid can improve, adopts and monitors agreed upon course of action.
- The Legal Aid Board 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.
- The accounting firm N&K, CPAs, Inc. completed an annual financial audit for FY11 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.
- 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, 84% or more of the clients surveyed consistently rate Legal Aid service as "good or excellent."
- 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 ensures Legal Aid programs are compliant with all funder guidelines.

**4. 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 FY13. 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.

**III. FINANCIAL**

Legal Aid is seeking \$800,000 from the legislature to support general civil legal services. General civil legal services funding has been provided by the state for over thirty-six years and is a critical need to ensure justice in our community. Legal Aid's funding will support not only the infrastructure of the organization, but will ensure that Legal Aid can continue its services on every island in the state.

**1. Budget Forms**

The budget forms detailing the cost of the request are attached as Attachment "A."

**2. Quarterly Funding Requests**

The anticipated quarter funding requirements are as follows:

Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total Grant
\$200,000	\$200,000	\$200,000	\$200,000	\$800,000

**3. Funding Sought for Fiscal Year 2012-2013**

Legal Aid receives funding from a variety of sources, including federal, state, county, foundations and through private fundraising. Various agencies and organizations specifically contract with Legal Aid to provide a particular type of legal service (social security advocacy, representation of families with children, mortgage foreclosure counseling, assisting the homeless population, etc.). Because of these limitations not all critical legal needs can be met without general funds provided under this grant.

Legal Aid has received funding notification for FY13 from the following sources:

Source	Amount	Period During FY 13
Aloha United Way - Emergency and Crisis Services	\$8,914.00	07/12 - 12/12
Aloha United Way - Homeless Impact	\$31,910.50	07/12 - 12/12
City and County of Honolulu, Community Development Building Grant	\$18,181.82	07/12-8/12
Corporation for National and Community Service	\$42,500.00	07/12 - 9/12
Department of Housing and Urban Development - Continuum of Care	\$32,334.50	07/12 - 12/12
Department of Housing and Urban Development - Fair Housing Enforcement Program	\$325,000.00	07/12 - 06/13
Department of Housing and Urban Development - Limited English Proficiency Initiative	\$20,833.33	07/12 - 11/12
Department of Human Services - Social Security Advocacy Project Services	\$650,000.00	07/12 - 06/13
Department of Justice - Legal Assistance to Victims	\$61,000.00	07/12 - 9/12
Department of the Attorney General - STOP Violence Against Women	\$155,867.00	07/12 - 06/13
Hawaii Community Foundation - Community Stabilization Initiative	\$50,000.00	07/12 - 12/12
Hawaii County Office of Aging - Title III-E, Big Island	\$22,592.50	07/12 - 09/12
Hawaii Housing Finance & Development Corporation - National Foreclosure Mitigation Counseling	Fee for Service	07/12 - 12/12
Hawaii Island United Way	\$18,000.00	07/12 - 06/13
Hawaii Justice Foundation - IOLTA	\$29,625.00	07/12 - 12/12
Hawaii Teamsters & Allied Workers Local 996 - Teamsters Legal Services Project	Fee for Service	07/12 - 06/13
Judiciary - Guardian ad Litem/Legal Counsel Services, Maui	Fee for Service	07/12 - 06/13
Kauai, Maui, Big Island Homeless Prevention and Rapid Re-Housing (Stimulus)	\$9,400.00	7/12
Legal Services Corporation - General	\$583,573.00	07/12 - 12/12
Legal Services Corporation - Native American	\$96,257.50	07/12 - 12/12
Internal Revenue Service - Low Income Taxpayer Clinic	\$24,000.00	07/12 - 12/12
Maui County Office of Aging - Title III and Kupuna Care	\$57,200.00	07/12 - 06/13

Legal Aid will also be seeking funding from the following sources for FY 2012-2013

Aloha United Way - Emergency and Crisis Services	\$13,371.00	01/13 - 06/13
Aloha United Way - Homeless Impact	\$31,910.50	01/13 - 06/13
City and County of Honolulu, Community Development Building Grant	\$90,909.09	09/12 - 06/13
City and County of Honolulu, Community Development Building Grant	\$90,909.09	09/12 - 06/13
Corporation for National and Community Service	\$127,500.00	10/12 - 06/13
Department of Housing and Human Concerns - Holistic Legal Services for Maui County's Most Vulnerable	\$160,000.00	07/12 - 06/13
Department of Housing and Urban Development - Continuum of Care	\$32,334.50	01/13 - 06/13
Department of Housing and Urban Development - Limited English Proficiency Initiative	\$29,166.67	12/12 - 06/13
Department of Human Services - DV Grant	\$70,000.00	07/12 - 06/13
Department of Justice - Legal Assistance to Victims	\$183,000.00	10/12 - 06/13
Hawaii Community Foundation - Community Stabilization Initiative	\$50,000.00	01/13 - 06/13
Hawaii County Office of Aging - Title III-E, Big Island	\$67,777.50	10/12 - 06/13
Hawaii Housing Finance & Development Corporation - National Foreclosure Mitigation Counseling	Fee for Service	01/13 - 06/13
Hawaii Justice Foundation - IOLTA	\$29,625.00	01/13 - 06/13
Judiciary - Guardian ad Litem/Legal Counsel Services	Fee for Service	07/12 - 06/13
Judiciary - Guardian ad Litem/Legal Counsel Services, Big Island	Fee for Service	07/12 - 06/13
Judiciary - ILAF	\$189,893.60	07/12 - 06/13
Kauai County Housing Agency - Neighborhood Legal Clinic Project (NLCP) Kauai	\$18,340.00	07/12 - 06/13
Legal Services Corporation - General	\$583,573.00	01/13 - 06/13
Legal Services Corporation - Native American	\$96,257.50	01/13 - 06/13
Low Income Taxpayer Clinic	\$24,000.00	01/13 - 06/13
Office of Community Services - OCS Child and Family	\$282,000.00	07/12 - 06/13

#### 4. State and Federal Tax Credits

Legal Aid has not received any state or federal tax credits in the past three years. Legal Aid has not applied for or anticipate applying for tax credits pertaining to any capital project.

### 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 ten 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 web pages to meet the critical legal needs of Hawaii's low income community. 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 Hawaii. Annually, Legal Aid receives over 20,000 requests for services. In 2011, Legal Aid provided legal advice and counsel, brief services, and full representation in 10,144 cases, impacting over 22,500 adults, children and seniors in critical civil legal matters. Legal Aid is the only provider in the state able to handle this significant volume of requests.

Legal Aid provides high quality legal services statewide for Hawaii's low-income individuals and families. Here are some examples of our extensive experience in delivering quality legal services:

- For over thirty-six years, Legal Aid was the sole and continuing recipient of state funding to provide general civil legal services to Hawaii's low-income community. In 2010, it added immigration legal services as a result of its consolidation with the Hawaii Immigrant Justice Center.
- Legal Aid is the only legal services provider with a continuous presence on all six major islands through its ten offices statewide. These offices have been serving Hawaii's people from many of the same locations for over twenty-five 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, immigration, 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.
- In the most recent quarterly client satisfaction surveys, 84% of clients surveyed rated Legal Aid's 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. In the "Access to Justice Hui" Report published in November 2007, it was reported that out of 17 non-profit legal service organizations in the state, Legal Aid was the agency which social service providers, legal service providers and judges were most familiar.

In a letter of support in 2011 Stuart Okumura the Acting Administrator of the Crime Prevention and Justice Assistance Division of the Department of Attorney General wrote, "I have worked with his agency for more than 30 years. HIJC at Legal Aid is an active member of the Hawaii State Coalition Against Domestic Violence, which plays a large role in developing policies relating to domestic violence in Hawaii. Its staff is qualified, professional, knowledgeable and dedicated to effectively serving the needs of crime victims."

There are no better testaments to the expertise of Legal Aid than the comments from Legal Aid's own clients:

- Before I came to HIJC I felt like, what [would happen] to me in the case nobody would do anything about [the crime], like how you see in movies and TV shows. After coming to HIJC I felt safer and realized people were willing to help me. They provided a Spanish interpreter for my parents. That helped me because I didn't have to worry about translating for my parents, so I could focus on telling my story. No matter what happened I knew [HIJC] tried; they fought for justice for me and that's

what mattered.

- I am thankful and grateful for the support and understanding and the helpful information that came in the mail the next day. You gave me knowledge that helped me to get the extra time I needed to find a better and happier place and improved all of my kids' lives.
- Anne Reynolds saved our lives. She was there for us with such efficiency and determination. We owe Legal Aid a great deal.
- I appreciate your help and I'm looking forward that you will help more people like me. Great job!
- I appreciate so much the work Legal Aid does and it's so important.
- Thank you, my life has been changed.
- Legal Aid is everything I expected and much more. There is nothing more important than the well-being and safety of my family and I feel that Legal Aid is very genuine and professional in trying to help and protect my family. I didn't think that people actually cared until I started discussing and receiving advice and legal representation from the Legal Aid Society.

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 34 grants from various federal, state, county and private sources on an annual basis. Attachment "B" contains a list of projects or contracts for the most recent three years that are pertinent to the proposed services.

## **B. Facilities**

Legal Aid maintains a total of ten branch offices, located in Honolulu (2), Leeward, Windward, 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 three-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 to access counsel and 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 provided 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.

- Finally, Legal Aid staff throughout the state on a periodic basis travel to smaller population centers to assist targeted members of the client community, such as the homeless, seniors, migrants, and victims of domestic violence.

All of our offices are ADA compliant or make reasonable accommodations to ensure access.

Legal Aid’s ten (10) offices also have 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 2011, Legal Aid’s attorneys and paralegals closed 10,144 cases and served over 22,500 children, adults and seniors.

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

Office	Attys	Paras	Admin	Clerical	Total	Cases Closed in 2011	Cases Opened in 2011
Honolulu	20.5	18.5	10.5	3.5	53	5842	5536
Leeward	2.5	2	0	0	4.5	518	504
Windward	2	2	0	0	4	445	469
Kauai	2	2.5	0	0	4.5	609	613
Molokai	0	2	0	0	2	335	312
Lanai	0	0.5	0	0	0.5	44	40
Maui	4	2	0	1	7	1025	954
Kona	2.5	1	0	0	3.5	519	508
Hilo	2	4	0	0	6	807	824
Total	35.5	34.5	10.5	4.5	88.5	10144	9760

**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, immigration, and other civil matters. This experience and knowledge comes from:
  - Sixty years of institutional experience including over thirty-six years of continuous financial support from the State of Hawaii to provide legal services for Hawaii’s low-income residents

- With ten 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 Attachment "C". Staff resumes for these positions can be found in Attachment "D." 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 Hawaii Rules of Professional Conduct, all paralegals are closely supervised by Legal Aid attorneys. The ratio of attorneys to paralegals throughout Legal Aid averages about one lawyer for each paralegal.

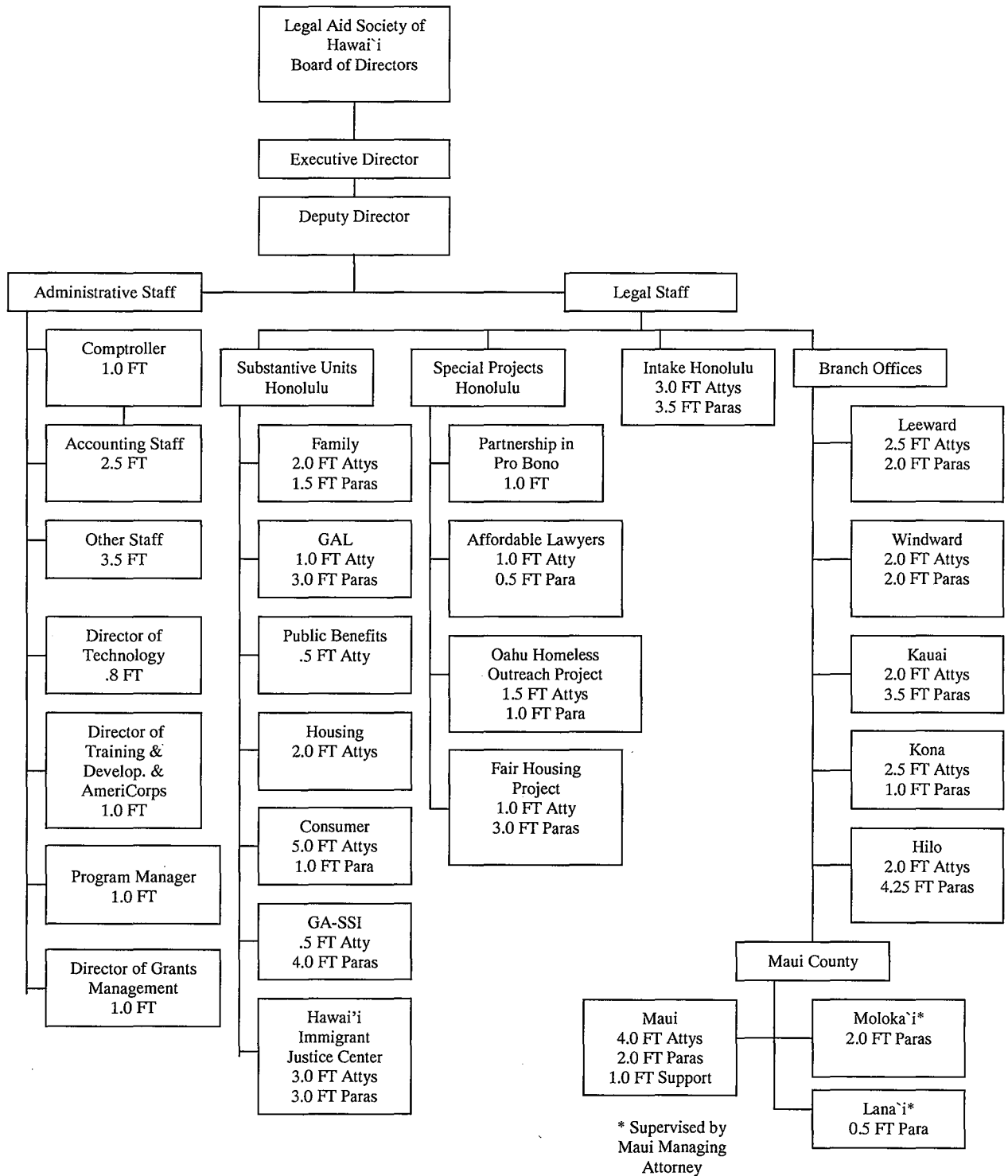
Legal Aid has an internal system of training staff on issues for which they must provide assistance. This system is a combination of internal training and retreats, external training opportunities within the State, participation in selected mainland events, and mentors:

- All advocates go through a comprehensive orientation process within the first week of employment. This orientation process includes a day-long orientation session in the Honolulu office as well as substantive law lectures and intake observation. Lectures are supplemented with extensive materials and address every area of poverty law.
- All new staff members are also provided with 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. For example in 2011 staff attended the following trainings: National Social Security Advocacy Training Conference, National Institute of Trial Advocates Training and the National Legal Aid and Defenders

Conference. Staff attended more than 163 training and conferences in 2011. Legal Aid also hosts internal trainings including management and supervisor trainings. To minimize training costs staff utilizes free and low cost webinar trainings when they are available.

- Legal Aid coordinates trainings and workshops in the Honolulu Office available for Legal Aid staff, partner social service agencies, and interested pro bono attorneys on a variety of legal and non-legal topics. Previous trainings have included trainings on guardianships, simple wills and immigration issues.
- On a regular basis, Legal Aid holds a statewide staff retreat to bring the staff together in one place and to provide opportunities for training and networking. In 2011, some of the issues covered, included bankruptcy, SSI/SSDI: SOAR training, trafficking and immigration and foreclosure. Volunteer attorney trainers from around the community assist with this annual retreat.
- In 2011, two Supervisor Trainings were held to improve the capacity and ability of supervisors to improve the performance of their staff and provide them with support and job development.
- Monthly case reviews are ongoing 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**



**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 Hawaii. Specific licensure or accreditation for the agency is not required to provide services.

# **ATTACHMENT “A”**

## Proposed Budget Forms



**BUDGET REQUEST BY SOURCE OF FUNDS**  
(Period: July 1, 2012 to June 30, 2013)

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	435,300			
2. Payroll Taxes & Assessments	50,060			
3. Fringe Benefits	58,766			
<b>TOTAL PERSONNEL COST</b>	<b>544,125</b>			
<b>B. OTHER CURRENT EXPENSES</b>				
1. Airfare, Inter-Island				
2. Insurance	18,000			
3. Lease/Rental of Equipment				
4. Lease/Rental of Space	100,875			
5. Staff Training				
6. Supplies	18,000			
7. Telecommunication	48,000			
8. Utilities				
9. Audit Services	14,000			
10. Postage, Freight and Delivery	12,000			
11. Repair and Maintenance	12,000			
12. Litigation	18,000			
13. Subscriptions	15,000			
14.				
15.				
16.				
17.				
18.				
19.				
20.				
<b>TOTAL OTHER CURRENT EXPENSES</b>	<b>255,875</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>800,000</b>			
<b>SOURCES OF FUNDING</b>		Budget Prepared By: Wayne Keawe 527-8060		
(a) Total State Funds Requested	800,000	Name (Please type or print) Phone		
(b)		[Redacted] 1/30/12		
(c)		Date		
(d)		M. Nalani Fujimori Kaina, Executive Director		
<b>TOTAL BUDGET</b>	<b>800,000</b>	Name and Title (Please type or print)		

**BUDGET JUSTIFICATION  
PERSONNEL - SALARIES AND WAGES**

Applicant: LEGAL AID SOCIETY OF HAWAII

Period: July 1, 2012 to June 30, 2013

POSITION TITLE	FULL TIME EQUIVALENT	ANNUAL SALARY A	% OF TIME ALLOCATED TO GRANT REQUEST B	TOTAL STATE FUNDS REQUESTED (A x B)
EXECUTIVE DIRECTOR	1	\$92,000.00	30.00%	\$ 27,600.00
DEPUTY DIRECTOR	1	\$82,000.00	30.00%	\$ 24,600.00
COMPROLLER	1	\$71,000.00	30.00%	\$ 21,300.00
BOOKKEEPER	1	\$53,000.00	30.00%	\$ 15,900.00
PROGRAM MANAGER	1	\$34,000.00	30.00%	\$ 10,200.00
IT MANAGER	1	\$42,000.00	30.00%	\$ 12,600.00
DIRECTOR OF TRAINING AND DEVELOPMENT	1	\$58,000.00	30.00%	\$ 17,400.00
OFFICE MANAGER	1	\$35,000.00	30.00%	\$ 10,500.00
OFFICE CLERKS	3	\$67,000.00	30.00%	\$ 20,100.00
HIJC ATTORNEY	1	\$70,000.00	30.00%	\$ 21,000.00
HIJC PARALEGAL	1	\$38,000.00	30.00%	\$ 11,400.00
HILO ATTORNEY	1	\$84,000.00	30.00%	\$ 25,200.00
HILO PARALEGAL	1	\$32,000.00	30.00%	\$ 9,600.00
HONOLULU HOUSING ATTORNEY	1	\$56,000.00	30.00%	\$ 16,800.00
HONOLULU CONSUMER ATTORNEY	1	\$53,000.00	30.00%	\$ 15,900.00
HONOLULU FAMILY ATTORNEY	1	\$47,000.00	30.00%	\$ 14,100.00
HONOLULU PUBLIC BENEFITS ATTORNEY	1	\$49,000.00	30.00%	\$ 14,700.00
HONOLULU ADOPTIONS PARALEGAL	1	\$39,000.00	30.00%	\$ 11,700.00
HONOLULU FAMILY PARALEGAL	1	\$23,000.00	30.00%	\$ 6,900.00
KAUAI ATTORNEY	1	\$50,000.00	30.00%	\$ 15,000.00
KAUAI PARALEGAL	1	\$21,000.00	30.00%	\$ 6,300.00
KONA ATTORNEY	1	\$49,000.00	30.00%	\$ 14,700.00
LANAI PARALEGAL	1	\$22,000.00	30.00%	\$ 6,600.00
WAIANAE ATTORNEY	1	\$71,000.00	30.00%	\$ 21,300.00
MAUI ATTORNEY	1	\$73,000.00	30.00%	\$ 21,900.00
MAUI CLERK	1	\$29,000.00	30.00%	\$ 8,700.00
MOLOKAI PARALEGAL	1	\$42,000.00	30.00%	\$ 12,600.00
WINDWARD ATTORNEY	1	\$69,000.00	30.00%	\$ 20,700.00
<b>TOTAL:</b>				<b>435,300.00</b>

JUSTIFICATION/COMMENTS:

## BUDGET JUSTIFICATION - EQUIPMENT AND MOTOR VEHICLES

Applicant: Legal Aid Society of Hawaii

Period: July 1, 2012 to June 30, 2013

DESCRIPTION EQUIPMENT	NO. OF ITEMS	COST PER ITEM	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

DESCRIPTION OF MOTOR VEHICLE	NO. OF VEHICLES	COST PER VEHICLE	TOTAL COST	TOTAL BUDGETED
None			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
<b>TOTAL:</b>				
<b>JUSTIFICATION/COMMENTS:</b>				

**BUDGET JUSTIFICATION  
CAPITAL PROJECT DETAILS**

Applicant: Legal Aid Society of Hawaii

Period: July 1, 2012 to June 30, 2013

FUNDING AMOUNT REQUESTED						
TOTAL PROJECT COST	ALL SOURCES OF FUNDS RECEIVED IN PRIOR YEARS		STATE FUNDS REQUESTED	OF FUNDS REQUESTED	FUNDING REQUIRED IN SUCCEEDING YEARS	
	FY: 2008-2009	FY: 2009-2010	FY:2010-2011	FY:2010-2011	FY:2011-2012	FY:2012-2013
PLANS						None
LAND ACQUISITION						None
DESIGN						None
CONSTRUCTION						None
EQUIPMENT						None
<b>TOTAL:</b>						
<b>JUSTIFICATION/COMMENTS:</b>						

# **ATTACHMENT “B”**

## Contracts and Projects

Legal Aid Society of Hawaii  
List of Contracts and Contacts

Grant Title	Sub-Grant Title	Administering Agency	Period	Amount	Contact	Telephone	E-Mail
<b>Statewide</b>							
Americorps, Project Laulima	Research Corporation at UH	Corporation for National & Community Service	10/01/2009 - 9/30/2011	\$283,408.00	Gerry Yahata	808-956-7071	<a href="mailto:gyahata@hawaii.edu">gyahata@hawaii.edu</a>
Americorps, Project Laulima	Research Corporation at UH	Corporation for National & Community Service	09/1/2011 - 8/31/2012	\$175,000.00	Gerry Yahata	808-956-7071	<a href="mailto:gyahata@hawaii.edu">gyahata@hawaii.edu</a>
Community Stabilization Initiative - HCF	Hawaii Community Foundation	Hawaii Community Foundation	1/1/2012 - 12/31/2012	\$100,000.00	Kilikina Mahi	808-566-5528	<a href="mailto:kmahi@hcf-hawaii.org">kmahi@hcf-hawaii.org</a>
DHS - DV Grant	Domestic Violence Legal Services for TANF Recipients	DHS-BESSD	7/1/2005 - 2/28/2010	\$110,000.00	U'ilani Hayes	808-586-7088	<a href="mailto:GHaves@dhs.hawaii.gov">GHaves@dhs.hawaii.gov</a>
DHS - DV Grant	Domestic Violence Legal Services for TANF Recipients	DHS-BESSD	7/1/2011 - 6/30/2012	\$110,000.00	U'ilani Hayes	808-586-7088	<a href="mailto:GHaves@dhs.hawaii.gov">GHaves@dhs.hawaii.gov</a>
DHS - GA-SSI	Social Security Advocacy Project Services	Department of Human Services	2/14/2010 - 2/28/2012	\$1,500,000.00	Sandy Morishige	808-586-5729	<a href="mailto:smorishige@dhs.hawaii.gov">smorishige@dhs.hawaii.gov</a>
DHS - Kids SSI		Department of Human Services	7/1/2011-6/30/2012	Fee for Service			
Grants In Aid	State	Senate Committee on Ways and Means	7/1/2011 - 6/30/2012	\$720,000.00			
Homeless Prevention and Rapid Re-Housing - (NI)	Homeless Prevention and Rapid Re-Housing	Hawaii Public Housing Authority	9/25/2009 - 7/30/2012	\$112,800.00	Sandi Miyoshi	808-586-7072	<a href="mailto:smiyoshi@dhs.hawaii.gov">smiyoshi@dhs.hawaii.gov</a>
HUD - Fair Housing Enforcement Program	Fair Housing Enforcement Program	Department of Housing and Urban Development	12/1/2011 - 11/30/2012	\$325,000.00	Vicki A. Gums		
HUD - Fair Housing Enforcement Program	Fair Housing Enforcement Program	Department of Housing and Urban Development	2/1/2011 - 1/31/2012	\$275,000.00	Vicki A. Gums		
HUD - Homeless Assistance Program	Continuum of Care	Department of Housing and Urban Development	6/2010 - 7/2012	\$64,669.00	Rebecca Borja	808-522-8180 x265	<a href="mailto:Rebecca.C.Borja@hud.gov">Rebecca.C.Borja@hud.gov</a>
HUD - Housing Counseling		Department of Housing and Urban Development	8/4/2010 - 10/1/2010	\$37,480.00			
HUD - Limited English Proficiency Initiative		US Department of Housing and Urban Development	2012	\$50,000.00	Gloria Bizzell	202-402-6122	<a href="mailto:Gloria.S.Bizzell@hud.gov">Gloria.S.Bizzell@hud.gov</a>
Human Rights Alliance Initiative		Department of Justice	10/01/2010 - 09/30/2012	\$200,000.00	Dean Iwasaki	202-514-5278	<a href="mailto:Dean.Iwasaki@usdoj.gov">Dean.Iwasaki@usdoj.gov</a>
ILAF	ILAF		7/1/2010 - 6/30/2011	\$300,000.00	Karen Takahashi	808-539-4896	
ILAF	ILAF		7/1/2011 - 6/30/2012	\$189,893.60	Karen Takahashi	808-539-4896	
IOLTA	IOLTA	Hawaii Justice Foundation	1/1/2010 - 12/31/2010	\$35,000.00	Robert LeClair	808-537-3886	<a href="mailto:hjf@hawaii.rr.com">hjff@hawaii.rr.com</a>
IOLTA	IOLTA	Hawaii Justice Foundation	1/1/2011-12/31/2011	\$79,000.00	Robert LeClair	808-537-3886	<a href="mailto:hjf@hawaii.rr.com">hjff@hawaii.rr.com</a>

Legal Aid Society of Hawaii  
List of Contracts and Contacts

IOLTA	IOLTA	Hawaii Justice Foundation	1/1/2012-12/31/2012	\$59,250.00	Bob LeClair	808-537-3886	<a href="mailto:hjf@hawaii.rr.com">hjff@hawaii.rr.com</a>
Legal Assistance to Victims	Legal Assistance to Victims	Department of Justice	10/01/2010 - 9/30/2012	\$244,000.00	Neelam Patel	202.353.4338	<a href="mailto:Neelam.J.Patel@usdoj.gov">Neelam.J.Patel@usdoj.gov</a>
Legal Services - HI-1	HI-1	Legal Services Corporation	1/1/2010 - 12/31/2010	\$1,486,107.00	John Meyer	202-295-1505	<a href="mailto:meyerj@lsc.gov">meyerj@lsc.gov</a>
Legal Services - HI-1	HI-1	Legal Services Corporation	1/1/2011 - 12/31/2011	\$1,535,899.00	John Meyer	202-295-1505	<a href="mailto:meyerj@lsc.gov">meyerj@lsc.gov</a>
Legal Services - HI-1	HI-1	Legal Services Corporation	1/1/2012 - 12/31/2012	\$1,167,146.00	John Meyer	202-295-1505	<a href="mailto:meyerj@lsc.gov">meyerj@lsc.gov</a>
Legal Services - NH-1	Native Hawaiian	Legal Services Corporation	1/1/2010 - 12/31/2010	\$244,785.00	John Meyer	202-295-1505	<a href="mailto:meyerj@lsc.gov">meyerj@lsc.gov</a>
Legal Services - NH-1	Native Hawaiian	Legal Services Corporation	1/1/2011 - 12/31/2011	\$253,377.00	John Meyer	202-295-1505	<a href="mailto:meyerj@lsc.gov">meyerj@lsc.gov</a>
Legal Services - NH-1	Native Hawaiian	Legal Services Corporation	1/1/2012 - 12/31/2012	\$192,515.00	John Meyer	202-295-1505	<a href="mailto:meyerj@lsc.gov">meyerj@lsc.gov</a>
Low Income Taxpayer Clinic	Low-Income Taxpayer Clinic	Internal Revenue Service	1/1/2011 - 12/31/2011	\$48,000.00	Jan Alexander	503-415-7025	<a href="mailto:Jan.Alexander@irs.gov">Jan.Alexander@irs.gov</a>
Low Income Taxpayer Clinic	Low-Income Taxpayer Clinic	Internal Revenue Service	1/1/2012 - 12/31/2012	\$48,000.00	Jan Alexander	503-415-7025	<a href="mailto:Jan.Alexander@irs.gov">Jan.Alexander@irs.gov</a>
National Foreclosure Mitigation Counseling	National Foreclosure Mitigation Counseling Program	Hawaii Housing Finance & Development Corporation	10/21/2011 - 12/31/2012	Fee for Service	Darren Ueki	587-0567	
OCS Child and Family	Legal Advocacy, Outreach, & Referral Services to Protect the Rights of Children & Their Families	Office of Community Services	7/1/2011 - 6/30/2012	\$282,000.00	Lola Salimova	586-8675	<a href="mailto:lola.k.salimova@hawaii.gov">lola.k.salimova@hawaii.gov</a>
Rainy Day Funds	State	Judiciary	5/1/2011 - 4/30/2012	\$720,000.00	Karen Takahashi	808-539-4896	<a href="mailto:Karen.T.Takahashi@courts.state.hi.us">Karen.T.Takahashi@courts.state.hi.us</a>
Teamsters Legal Services Project		Hawaii Teamsters & Allied Workers Local 996	ongoing	Fee for Service	Lisa Otsuka	808-672-2010	<a href="mailto:Lisa.Otsuka@brmsonline.com">Lisa.Otsuka@brmsonline.com</a>
<b>Oahu</b>							
Asian American Justice Center	Private Sub Grant	Asian American Justice Center	11/2009 - 7/31/2010	\$50,000.00			
AUW - Emergency and Crisis Services	Impact Funding	Aloha United Way	1/1/2011 - 12/31/2011	\$17,828.00	Norm Baker	808-543-2201	<a href="mailto:norm@auw.org">norm@auw.org</a>
AUW - Emergency and Crisis Services	Impact Funding	Aloha United Way	1/1/2012-12/31/2012	\$17,828.00	Norm Baker	808-543-2201	<a href="mailto:norm@auw.org">norm@auw.org</a>
AUW - Financial Stability	Impact Funding	Aloha United Way	1/1/2011 - 12/31/2011	\$46,904.00	Norm Baker	808-543-2201	<a href="mailto:norm@auw.org">norm@auw.org</a>
AUW - Homeless Impact	Impact Funding	Aloha United Way	1/1/2011 - 12/31/2011	\$63,821.00	Norm Baker	808-543-2201	<a href="mailto:norm@auw.org">norm@auw.org</a>

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AUW - Homeless Impact	Impact Funding	Aloha United Way	1/1/2012-12/31/2012	\$63,821.00	Norm Baker	808-543-2202	<a href="mailto:norm@auw.org">norm@auw.org</a>
AUW Donor Choice		Aloha United Way	1/1/2010 - 12/31/2010	varies	Norm Baker	808-543-2201	<a href="mailto:norm@auw.org">norm@auw.org</a>
AUW Donor Choice		Aloha United Way	1/1/2011 - 12/31/2011	varies	Norm Baker	808-543-2201	<a href="mailto:norm@auw.org">norm@auw.org</a>
AUW Donor Choice		Aloha United Way	1/1/2012-12/31/2012	varies	Norm Baker	808-543-2202	<a href="mailto:norm@auw.org">norm@auw.org</a>
AUW - Legal Intervention for Financial Stability and Independence	Impact Funding	Aloha United Way	01/01/2010 - 12/31/2010	\$154,427.00	Norm Baker	808-543-2201	<a href="mailto:norm@auw.org">norm@auw.org</a>
Catholic Charities (MOA)	Catholic Charities of Hawai'i		7/1/2010 - 7/1/2011	\$53,241.00			
CDBG		Community Development Building Grant (CDBG) (R)	9/22/2009-12/22/2010	\$100,000.00	Charles McClure and Mike Shiroma	808-768-7751	<a href="mailto:mshiroma1@honolulu.gov">mshiroma1@honolulu.gov</a> ; <a href="mailto:cmclure@honolulu.gov">cmclure@honolulu.gov</a>
CDBG II		Home Preservation II	1/3/2011 - 8/31/2011 - 10/31/2011	\$94,088.00	Charles McClure and Mike Shiroma	808-768-7751	<a href="mailto:mshiroma1@honolulu.gov">mshiroma1@honolulu.gov</a> ; <a href="mailto:cmclure@honolulu.gov">cmclure@honolulu.gov</a>
CDBG III		Home Preservation Project III	11/1/2011 - 8/31/2012	\$100,000.00	Charles McClure and Mike Shiroma	808-768-7751	<a href="mailto:mshiroma1@honolulu.gov">mshiroma1@honolulu.gov</a> ; <a href="mailto:cmclure@honolulu.gov">cmclure@honolulu.gov</a>
Hawaii Community Foundation - Strategic Partnership	Organizational Capacity Building Program	Hawaii Community Foundation	11/24/2009 - 4/24/2010	\$15,000.00			
Hawaii Women's Legal Foundation	Legal Aid Statewide Staff Training		8/6/2009	\$1,000.00			
JUD - GAL	Guardian ad Litem/Legal Counsel Services		07/01/2010 - 06/30/2012	\$410,700.00	Sandra Kato	808-539-4429	<a href="mailto:Sandie.H.Kato@courts.state.hi.us">Sandie.H.Kato@courts.state.hi.us</a>
Loan Scam Alert Campaign		Hawaii HomeOwnership Center	10/21/2010	\$13,500.00			
OCS Child and Family	Legal Advocacy, Outreach, & Referral Services to Protect the Rights of Children & Their Families	Office of Community Services	7/1/2010 - 6/30/2011	\$282,000.00	Charin Ching	808-586-8675	
Promoting Outstanding Nonprofit Organizations (PONO)		Hawaii Community Foundation	8/31/2011 - 5/3/2012	\$21,175.00	Piikea Miller	808-537-6333	<a href="mailto:pmiller@hcf-hawaii.org">pmiller@hcf-hawaii.org</a>
Salvation Army HAATS Project	Hawaii and American Samoa Anti-Trafficking Services	Salvation Army	1/1/2010 - 6/30/2010	varies			
SOH - STOP VAWA	Victim Services for Adult Female Victims of Domestic Violence	Department of the Attorney General	05/01/2010 - 03/31/2011	\$155,867.00	Helena Manzano	808-586-1164	<a href="mailto:Helena.Y.Manzano@hawaii.gov">Helena.Y.Manzano@hawaii.gov</a>
SOH - STOP VAWA	Victim Services for Adult Female Victims of Domestic Violence	Department of the Attorney General	07/1/2012 - 06/30/2012	\$155,867.00	Helena Manzano	808-586-1164	<a href="mailto:Helena.Y.Manzano@hawaii.gov">Helena.Y.Manzano@hawaii.gov</a>
<b>Kauai</b>							
Neighborhood Legal Clinic Project (NLCP) Kauai	CDBG	Community Development Building Grant	12/8/2010-12/7/2011 ext. 6/7/2012	\$18,340.00	Kerri Villa	808-241-4435	<a href="mailto:kvilla@kauai.gov">kvilla@kauai.gov</a>



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United Way, Kauai	Private	United Way	07/01/10 - 06/30/11	\$6,932.00			
<b>Maui</b>							
GAL and Legal Counsel Services, Maui	State	Family Court, Second Circuit	7/1/2010 - 6/30/2011	\$4,500.00			
GAL and Legal Counsel Services, Maui	Guardian ad Litem/Legal Counsel Services		7/1/2011 - 6/30/2013	Fee for Service	Kim Cuadro	808-244-2779	<a href="mailto:Kim.S.Cuadro@courts.state.hi.us">Kim.S.Cuadro@courts.state.hi.us</a>
Holistic Legal Services for Maui County's Most Vulnerable		Department of Housing and Human Concerns	7/2010 - 6/2012	\$160,000.00	Sue Fukushima	808-270-7178	<a href="mailto:sue.fukushima@co.maui.hi.us">sue.fukushima@co.maui.hi.us</a>
Title III and Kupuna Care Home and Community Based Services		Maui County Office of Aging	10/1/2011 - 6/30/2013	\$57,200.00	Norma Circle	808-270-7774	<a href="mailto:norma.circle@co.maui.hi.us">norma.circle@co.maui.hi.us</a>
Title III, Maui	Supportive Services for Older Adults	Department of Finance	7/1/2011 - 9/30/2011	\$123,720.00			
Voices of Micronesia		Department of Finance	6/01/2010 - 10/30/2010	\$10,000.00			
<b>Big Island</b>							
Domestic Violence Program	Private	Hawai'i Island United Way	07/01/2009 - 06/30/11	\$18,000.00			
Elder Abuse Prevention Program Legal Services		Hawaii County Office of Aging		2/01/2011 - 12/31/2011			
GAL and Legal Counsel Services, Big Island	Guardian ad Litem/Legal Counsel Services	Judiciary, Circuit Court of the Third Circuit	7/1/2011 - 6/30/2012	\$2,940.00	Christin Kefford, Program Specialist	961-7624	<a href="mailto:christine.m.kefford@courts.state.hi.us">christine.m.kefford@courts.state.hi.us</a>
Hawaii Island United Way		Aloha United Way	7/1/2011 - 6/30/2013	\$18,000.00	Darla DeVille	935-6393	
Title III-E, Big Island	The Hawaii County Senior Citizen Program (SCP)	Hawaii County Office of Aging	7/01/2009 - 6/30/2011	\$72,315.00			
Title III-E, Big Island	The Hawaii County Senior Citizen Program (SCP)	Hawaii County Office of Aging	7/1/2011 - 9/30/2012	\$90,370.00	Vicki Belluomini	808-961-8597	<a href="mailto:vicki.hcoa@hawaiiantel.net">vicki.hcoa@hawaiiantel.net</a>

# **ATTACHMENT “C”**

## Job Descriptions

## **Job Title: Executive Director**

Department: Administration  
Reports to: Board of Directors

### 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, fundraising, 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.

### 3. Qualifications

- a. Admitted to the practice of law before the court of any state for a period of five years.

Executive Director (cont'd.)

- 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

## **Deputy Director**

### 1. General Responsibilities

The Deputy Director acts as the delegee of the Executive Director. The Deputy Director will be specifically responsible for day to day management of the staff in the Honolulu offices and provide guidance to the managing attorneys state wide on personnel issues.

### 2. Duties

- a. The Deputy Director shall review and approve/disapprove requests to represent clients whose income is more than 125% of the poverty level in accordance with LSC rules.
- b. The Deputy Director is responsible for investigating and responding to client grievances.
- c. The Deputy Director is responsible for issuing program updates to all offices regarding issues relating to the Human Resource Manual and for ensuring that each new employee receives a copy of the Manual along with orientation on personnel issues.
- d. The Deputy Director is responsible for supervising the Honolulu supervising attorneys, approving their timesheets and approving leave requests for all Honolulu Staff.
- e. As permitted by LSC regulations and at the direction of the Executive Director, the Deputy Director will participate in community activities which impact the access to justice by Hawaii's residents living in poverty.
- f. The Deputy Director is responsible for conducting periodic evaluations of the Honolulu supervising attorneys.
- g. The Deputy Director will assist with grant applications and monitoring as delegated by the Executive Director.
- h. The Deputy Director supervises the Pro Bono Coordinator and Private Bar Attorney Involvement.
- i. Accepts additional responsibilities as delegated by the Executive Director.

### 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.

c. Past supervisor experience.

4. Salary

Commensurate with experience.

**Job Title: Comptroller**

Department: Finance  
Reports to: Executive Director

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:
  - i. General Fund
  - ii. Payroll Account
  - iii. Clients' Trust Accounts for all offices
  - iv. Litigation Accounts for all offices
  - v. Petty Cash Accounts for all offices
  - vi. 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:
  - i. State of Hawaii
  - ii. Legal Services Corporation
  - iii. Hawaii Island United Way, Aloha United Way, Kauai United Way
  - iv. Other sources

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:
  - i. Initiative, organization, cooperation, and creativity;
  - ii. Leadership and setting good examples for other staff to follow;
  - iii. 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.



**Job Title: Comptroller**

Department: Finance  
Reports to: Executive Director

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.
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  - i. General Fund
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- 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:
  - i. State of Hawaii
  - ii. Legal Services Corporation
  - iii. Hawaii Island United Way, Aloha United Way, Kauai United Way
  - iv. Other sources

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:
  - i. Initiative, organization, cooperation, and creativity;
  - ii. Leadership and setting good examples for other staff to follow;
  - iii. 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.

## **Job Description: Program Manager**

Department: Administration

Reports to: Executive Director

### 1. General Responsibilities

Under the supervision of the Executive Director, the Program Manager is responsible for providing assistance to, and support for, the Executive Director, Deputy Director, and the Board of Directors in the overall, state-wide management of the firm.

### 2. Duties

- a. Grant writing and reporting
  - o Prepare peripheral information (Board lists, grant lists, resumes, etc.) as required by the REP
  - o Prepare initial application forms
  - o Update case and demographic numbers
  - o Ensure application packets and copies are put together as required by the RFP
  - o Collect necessary signatures
  - o Ensure Legal Aid is up to date on registration for Grants.gov
  - o Submit grants by deadline
  - o Ensure LSC regulations are followed and met
  - o Perform various grant reporting
  - o LSC yearly grant activity reports
  - o LSC quarterly and semi-annual reports
  - o IOLTA, ILAF and GIA quarterly and end of year reports
  - o Ensure timelines are met
- b. Development
  - o Develop Safety plan
  - o Update/write job descriptions for all staff
- c. Responsible for logistics for receptions, Holiday Party and the Annual Staff Retreat. Also assist with the annual PBOT.
- d. Place ads for open positions online
  - o Collect resumes, keep database of same
  - o Scheduling of interviews with appropriate staff and applicants
- e. Board of Directors
  - o Take minutes and attendance at Board meetings
  - o Transcribe minutes
  - o Keep Board Manual, Board list, Committee list, etc. up to date
  - o Make packets of agenda, previous meeting minutes, ED's report and other pertinent peripheral information for meetings.
  - o Coordinate travel and transportation needs for outer island board members
- f. Volunteer Coordinator
  - o Place and update notices seeking non-attorney volunteers
  - o Respond to staff's request for volunteers and place qualified volunteers
  - o Track volunteer hours and statistics

- g. Newsletter
    - o Create quarterly Legal Aid newsletter
    - o Disseminate newsletter to the community
  - h. Assist Bookkeeping
    - o Annual audit
    - o Annual confirmation letters
    - o Meeting LSC regulations
    - o Updating Accounting Manual
    - o Other requested/required information and assistance
  - i. Attend various meetings/training as requested/required
  - j. Aloha United Way Campaign coordinator (O'ahu)
  - k. Answer requests from staff, Board and customers/clients on various issues (problems, request for speakers, materials, etc)
  - l. Front desk relief as necessary
  - m. Keep Grant and Administration files up to date
  - n. Fill in for Office Manager during vacation
  - o. Respond to emergency situations in the lobby such as angry, rude, or potentially violent clients, and clients who may be under the influence of drugs and/or alcohol.
  - p. Keep database of employee flex schedules, furloughs as necessary
  - q. Choose and order Christmas Cards and gifts for staff and Board
  - r. Notary Public
  - s. Operate copy, fax and other office machines
  - t. Ability to use Microsoft Office applications
  - u. Accepts additional administrative and management responsibilities as experience grows
  - v. Demonstrate attitude and behavior which benefit the firm such as:
    - o Initiative, organization, cooperation and creativity;
    - o Leadership and setting good examples for other staff to follow;
    - o Sensitivity to resource limitations.
3. Relationship
- a. Reports to the Executive Director and Deputy Director
  - b. Maintains a close relationship with the President of the Board of Directors.
4. Specifications
- a. Ability to type a minimum of 60 words per minute and successfully pass an administrative skills test
  - b. Familiarity and knowledge of Microsoft Office applications
  - c. Demonstrated ability to learn quickly, be organized and act independently
5. Salary
- a. Based upon Experience

## **Job Description: Grant Manager**

Department: Administrator  
Reports to: Executive Director

### 1. General Responsibilities

Under the supervision of the Executive Director, the Grant Manager is responsible for overseeing all of the grants that Legal Aid receives.

### 2. Duties

- a. Grant writing
- b. Ensure outcomes are recorded and reported accurately
- c. Ensure required reports are completed and submitted on time
- d. Maintain a database of all grants: time period, reporting requirements and dates, contact information for each grantor, amount of grant.
- e. Operate copy, fax and other office machines
- f. Ability to use Microsoft Office applications
- g. Demonstrates attitudes and behavior which benefit the firm such as:
  - o Initiative, organization, cooperation and creativity;
  - o Leadership and setting good examples for other staff to follow;
  - o Sensitivity to resource limitations.

### 3. Relationship

Reports to the Executive Director and Deputy Director

### 4. Specifications

- a. College graduate
- b. Ability to type a minimum of 60 words per minute
- c. Familiarity and knowledge of Microsoft Office applications
- d. Demonstrated ability to learn quickly, be organized and act independently

### 5. Salary

Based upon experience

## **Job Title: Managing Attorney**

Department: Windward, Waianae, Kauai, Hilo, Kona, Maui Satellite Offices

Reports to: Executive Director

### 1. General Responsibilities

Subject to assigned supervision of the Executive Director and Deputy Director, the Managing Attorney renders civil legal services to eligible persons and groups as well as provides supervision for staff, oversight and manpower for projects, provides oversight for office operations to which he/she is responsible. The Managing Attorney also participates as a member of the Corporation's management team.

### 2. General Policy

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

### 3. Duties

The Corporation recognizes that each geographic area assigned to a Managing Attorney is unique and demographics as well as staff size will require different levels of responsibility between Managing Attorneys. The duties listed below provide guidance to Managing Attorneys as to their responsibilities and it is expected that Managing Attorneys with less responsibility in particular areas will take on more responsibility and leadership in statewide efforts.

#### a. Legal Practice:

1. Carry a caseload and conduct 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.
2. Has general knowledge in all areas of law with specialty in at least one field of law within the Corporation priorities.
3. Participate with other staff and litigation supervisors in conducting complex litigation and appeals when opportunities exist;

4. Identify practices and/or laws that adversely affect the rights and diminish the benefits of the poor in Hawaii and devise creative strategies for addressing these problems;
5. Work with substantive unit heads, if and when appropriate to acquire and disseminate to Corporation staff, through research, specialized knowledge in at least one field of poverty law. Delivery of such specialized knowledge should include leading a substantive law task force in the specialized field, as well as preparation of memoranda, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s).

b. Staff Supervision:

1. Supervise the legal work of attorneys and paralegals in geographic area of responsibility to ensure high quality and effective representation of clients 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;
2. Routinely hold office case conferences to discuss legal issues and emerging legal issues;
3. Ensures staff participation in statewide training opportunities and routine subject matter case conferences;
4. Review and recommend substantive law training for staff as necessary for skill development;
5. Conduct annual evaluations of attorneys and paralegals aimed at providing constructive feedback, to set skill development goals and discuss working relationships;
6. Recommend personnel changes, including promotions, demotions, hiring, discipline, and firing.

c. Grant Management:

1. Have primary responsibility for developing, writing, management and reporting of locally-based grants, including, but not limited to grants from local counties and foundations;
2. Have implementation and reporting responsibility for statewide grants in geographic area of responsibility.

d. Community Outreach:

1. Communicate with and establish on-going contacts and relationships with community organizations and low-income groups;
2. Conduct or cause to be conducted community outreach and education to client community in geographic area of

responsibility.

- e. Administrative Compliance:
  - 1. Ensure that all reports or referrals required by law, LSC regulations, and Corporation policies and procedures are timely submitted by staff in geographic area of responsibility, including, but not limited to semi-annual legislative and administrative representation reports required to LSC; potential class actions, appeals and significant litigation; and bar registration statements;
  - 2. Review closed cases to ensure compliance with LSC regulations and Corporation policies.
- f. Office Fiscal Management:
  - 1. Primary responsibility for management of client trust fund;
  - 2. Ensure timely transfer of funds received to Honolulu office or for deposit;
  - 3. Approval of reimbursement requests for staff;
  - 4. Approval of office expenditures.
- g. Office Management:
  - 1. Ensure upkeep and maintenance of physical office;
  - 2. Maintain primary conduct with landlord, if rented space, on any problems that arise with notification to Executive Director and Deputy Director.
- h. Corporation Program Management:
  - 1. Participate actively in overall program management and assist in charting program direction;
  - 2. Assist and ensure that information is provided in a timely basis as needed for statewide grants and reports;
  - 3. Attend monthly management team meetings;
  - 4. Participate in management retreats.
- i. Accepts additional litigation and management responsibilities as experience grows and opportunities present themselves. Willing to expand responsibilities when the Executive and/or Deputy Director deem it necessary.

4. Supervision

Executive and Deputy Directors shall provide Managing Attorneys guidance and supervision. On an annual basis, Managing Attorneys shall be evaluated to provide constructive feedback, set personal development goals, set office goals and discuss working relationships.



5. Specifications

- a. Be a member of the Bar of the State of Hawaii in good standing or admitted to practice law in the State of Hawaii within a reasonable length of time after employment.
- b. Demonstrate 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;
  - 4. Demonstrates maturity and is able to troubleshoot and resolve problems;
- c. Understands demographics, politics and culture of geographic area to which he/she is responsible;
- d. Have access to an automobile or other means of transportation.

6. Salary

Based upon the Corporation salary schedule with an additional annual Managing Attorney stipend of \$4,000.

## **Job Title: Honolulu Unit Supervisor (“Unit Head”)**

Department: Public Benefits, Housing, Consumer, GAL or Family  
Reports to: Executive Director, Deputy Director

### 1. General Responsibilities

Staff Attorneys based in the Honolulu office serve as experts in the areas of Public Benefits, Housing, Consumer, or Family Law. Under exceptional circumstances, unit heads may be placed in offices other than Honolulu. Duties include representing individual clients, supervising delivery of brief services, managing attorneys and advocates in the Honolulu office, and serving as area of practice resources/experts of all Legal Aid staff and offices.

### 2. Duties

#### a. Litigation/Case Work

- Maintain between 20 and 45 open and active cases depending on the complexity and nature of the cases
- Maintain at least two (2) significant activities/cases with broad impact
- Participate in litigation working group as applicable
- Identify potential areas of impact litigation via communication with intake manager and review of intake dockets, and community outreach
- Ensure that Unit Attorneys have the opportunity to observe and/or co-counsel Unit Supervisor’s litigation

#### b. Supervision

- Formal Supervision of AmeriCorps and Unit Attorneys and advocates in the Honolulu Office
- Orient new staff
- Arrange for mentoring opportunities when appropriate
- Co-counsel with advocates
- Review all unit closed cases
- Conduct periodic evaluations
- Monitor case loads
- Define job duties/responsibilities
- Administrative training (vacation requests, timesheets, LSC requirements, case/file management)
- Supervise CEJ and Intake Staff on issues within subject matter including: making self available for questions, review of documents, issue spotting, and closing cases/docket.

#### c. Subject Matter Leadership – Ensure that all advocates working in area of practice have access to information and support necessary to effectively assist clients

- Case support for all staff litigating in area of unit supervisor’s area of practice
- Monitor legislation in area of practice.
- Maintain listserv for all statewide advocates working in area of practice

## Unit Head (cont'd)

- Contribute to e-newsletter and paper newsletter on subjects with area of practice
  - Conduct case conference as appropriate
  - Create, maintain and update materials including but not limited to brochures, intake materials, Internet/website, brief bank; develop and maintain court forms and sample letters; any applicable Legal Aid subject matter manuals
- d. Project/Grant
- Assist in identifying funding sources and writing grants
  - Conduct project outreach
  - Supervise project staff
  - As appropriate, comply with grant administrative requirements i.e. reports, billing, etc.
- e. Outreach
- Conduct outreach on projects/subject matter areas of practice
  - Assist with general Legal Aid outreach
  - Assist and train staff for effective outreach
  - Participate in Bar Association activities including appropriate Sections of the Bar.
- f. Training
- Identify appropriate out-of-office training for self and staff
  - Train intake staff
  - Train AmeriCorps staff and other program advocates
  - Train Law Clerks (statewide)
  - Bi-annual updates for all staff at informal brown bag trainings
- g. Qualifications
- JD required, Hawaii License preferred
  - 2-3 years legal experience preferred
  - Management experience preferred
  - Familiarity with or willingness to learn applicable area of practice
  - Independent and self-initiating
  - Excellent written and communication skills
  - Work well independently or with staff to secure funding for program activities
  - Multi-task oriented. Enjoys working in ever-changing environment
  - Excellent inter-personal relationship skills
- h. Benefits
- . \$2,000 annual stipend in addition to normal staff benefits

## **Staff Attorney**

### **General Responsibilities**

Subject to assigned supervision, the staff attorney renders legal services in at least one field of law to eligible persons and groups.

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.

### **Duties**

Engage in the 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.

In coordination with his/her supervisor(s), communicate with and establish contacts and relationships with community organizations and low-income groups, and provide outreach services to eligible groups and individuals.

Maintain a caseload with appropriate supervision;

Identify practices and/or laws which adversely affect the rights and diminish the benefits of low income residents of Hawaii and devise creative strategies for addressing these problems;

Acquire and disseminate to Corporation staff, through intensive research, specialized knowledge in the field of immigration law, including the preparation of memoranda, handbooks, manuals, checklists, briefs, and other legal documents in the specialty area(s); and

Consult and advise other staff attorneys on such specialized knowledge including organizing and/or presenting task forces or training sessions for attorneys and/or paralegals as requested.

Compliance with grant requirements and deliverables as delegated.

Supervise paralegal staff in accordance with Corporation standards and personnel policies.

Administer all assigned Corporation systems.

Reports to his/her assigned supervisor(s) for guidance and for periodic case review at his/her supervisor's discretion consistent with the Corporation policies.

Maintains a close working relationship with his/her assigned supervisor(s) and other staff.

Other duties as assigned.

**Minimum Qualifications**

A member of the Bar of the State of Hawaii or admission within a reasonable length of time after employment.

Expertise in at least one area of law identified as a priority or demonstrate the ability to acquire such expertise.

Ready access to an automobile or other means of transportation.

**Salary**

Based upon the Corporation salary schedule.

## **Job Description: Paralegal/Advocate**

Department: All  
Reports to: Supervising Attorney

### 1. General Responsibilities

Under the direct supervision of his/her assigned supervising attorney, the paralegal renders legal services in the civil field to eligible clients.

### 2. Duties

- a. Perform duties assigned by his or her supervising attorney in accordance with all applicable laws and the Corporation policies and procedures.
- b. Avoid the unauthorized practice of law. All cases are the ultimate responsibility of the supervising attorney. The paralegal has the duty to report to and seek supervision from his or her supervising attorney for all aspects of the assigned cases in order to avoid even the appearance of the unauthorized practice of law.
- c. After consultation and direction from an attorney, advise, and represent clients on civil matters where the paralegal has special knowledge of expertise.
- d. Maintain a reasonable caseload commensurate with experience.
- e. Conduct intake in accordance with the office's intake manual and the Corporation intake policies and procedures.
- f. Assist groups, utilizing legal knowledge and expertise as well as assistance of other staff to aid community organizations and groups in planning goals, tactics and strategies for self-advocacy.
- g. Develop an education program directed to the client community regarding rights and responsibilities in his/her special area of expertise.
- h. Perform and coordinate private Bar Attorney Involvement work and assignments as appropriate.
- i. Assist and/or conduct program-wide training as trainers upon request.
- j. Voluntarily accepts additional responsibilities as experience grows.

Paralegal (continued)

- k. Demonstrates attitudes and behavior which benefit the Corporation, such as:
  - Initiative, organization, cooperation, and creativity;
  - Leadership and the setting of good examples for other staff to follow;
  - Sensitivity to resource limitations.
- l. Performs all other duties as delegated.

3. Relationships

- a. Reports to his/her supervising attorney of the office unless specifically assigned to work with other attorneys.
- b. Participate in case review sessions with the office supervisor and/or his/hr supervising attorney.
- c. Maintains a close working relationship with all staff in a local office.

4. Specifications

- a. Ability to relate to professionals as well as to community groups and individuals.
- b. Demonstrate a capacity to analyze and apply legal principles to practical problems.
- c. Ready access to an automobile or other means of transportation.

5. Salary

Per the Corporation salary schedule, depending upon past experience and education.

# **ATTACHMENT “D”**

## Staff Resumes



# M. NALANI FUJIMORI KAINA

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

## EXPERIENCE

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- 5/2009 – present    **Executive Director**  
Legal Aid Society of Hawai'i, Honolulu, HI
- Provides Executive leadership and stability for \$6 million non-profit organization providing direct legal services throughout the state of Hawai'i.
  - Sits as a Commissioner for the Hawai'i Access to Justice Commission and chairs the Committee on Maximizing Available Resources.
  - Oversaw the merger of the organization with the Hawai'i Immigrant Justice Center.
  - Participated as member of child welfare task force asked by the Judiciary to help clarify and re-write the law for federal compliance.
- 1/2009 – 5/2009    **Interim Executive Director**  
Legal Aid Society of Hawai'i, Honolulu, HI
- Acted as Executive Director during period of transition for organization.
- 4/2004 – 5/2009    **Deputy Director**  
Legal Aid Society of Hawai'i, Honolulu, HI
- Supervised substantive law units and provides guidance on complex litigation issues, including tax-credit rent-to-own housing, birth parent visitation appeal and child welfare issues.
  - Led the effort and was the primary author of the 2007 Assessment of Civil Legal Needs and Barriers of Low- and Moderate-Income People in Hawai'i resulting in the creation of the Access to Justice Commission.
  - Wrote and executed complex \$300,000 per year statewide Legal Advocacy for Families and Children grant, negotiated an additional \$170,000 allocation due to effective service delivery.
  - 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.
  - Participates as a member of the Financial Advisory Assistance Council and has participated on the Family Court Interventions and Grandparent Caregivers Task Forces.
  - 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.
  - 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.
  - Conducted national trainings on diversification of funding, entrepreneurship and nationally recognized fee-for-service program.
- 12/2005 – 5/2006    **Interim Executive Director**  
Legal Aid Society of Hawai'i, Honolulu, HI
- Provided Executive leadership and stability during time of transition.
  - Secured \$645,000 grant-in-aid to continue state funding of civil legal services and \$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.
  - Planned with relevant staff for expansion by building strategic partnerships for innovative grants in food stamp outreach, health law and legal services to foster youth.
  - Worked in partnership with Volunteer Legal Services Hawaii to address detrimental HSBA changes to the definitions of pro bono services.
  - Facilitated evaluation of Center for Equal Justice to expand brief service delivery.

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.
- 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 that reached over 20,000 individuals through trainings, outreach and creation of a Fair Housing manual.
- Represented parents and children in CPS cases on Maui, Moloka'i and Lana'i, including rare overturn resulting in the immediate return of a child to her mother.
- Provided leadership on elder law issues for County.
- Assist with the design and finalization of improved pro se divorce forms for the Second Circuit.
- Helped produce Legal Aid's first Consumer Law Manual.
- 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 in illegal garnishment, maintained custody in heavily litigated divorce, and counseled parents resulting in 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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## **EDUCATION**

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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## **AWARDS/RECOGNITION**

- 2011 Recipient of the Hawai'i Women's Legal Foundation Rhoda Lewis Award for extraordinary public service by a woman attorney.
- 2008 Recipient of the Hawai'i State Bar Association's C. Frederick Shutte Award for outstanding and meritorious service to the legal community and profession.
- 2007 American Bar Association Young Lawyers Division National Outstanding Young Lawyer Nominee

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## **COMMUNITY INVOLVEMENT**

- 2/2010 – present **Director**, Rural Community Assistance Corporation
- 9/2005 - present **Vice Chair**, Hawai'i State Advisory Council, United States Civil Rights Commission
- 8/2005 – present **Member**, Mala 'Ai 'Opio Annual Ma'o Ma Town Fundraiser Committee
- 7/2004 - present **Director and Legislative Committee Chair**, Hawai'i Women Lawyers
- 7/2004 - present **Member**, Litigation Committee, American Civil Liberties Union
- 2/2004 – 9/2009 **Director and Former Chair**, Envision Hawai'i
- 3/2005 - 12/2005 **Member**, Hui Ana Ka Whenua (Mala 'Ai 'Opio Youth Organic Farm Delegation to World Indigenous People's Conference in Aotearoa)
- 12/2002 - 6/2004 **Director**, Maui County Bar Association
- 2003 **Fellow**, Discovering Leadership, Asian Pacific American Women's Leadership Institute
- 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**

5/1999

Admitted into the Hawaii State Bar

## **PATRICIA EADS**

### **EDUCATION**

Master of Public Health 1978  
University of Hawaii School of Public Health  
Honors: General Purpose Public Health Grant

Juris Doctorate 1976  
University of Hawaii School of Law

Bachelor of Arts 1973  
University of Washington  
Seattle, Washington

### **WORK EXPERIENCE**

Deputy Director, Legal Aid Society of Hawaii  
Honolulu, Hawaii  
September 2009 to present

Claims Attorney / Legal and Claims Analyst  
Hawaii Employers' Mutual Insurance Company  
Honolulu, Hawaii  
October 2006 – September 2009

Senior Staff Attorney / Staff Attorney  
Texas Mutual Insurance Company  
Austin, Texas  
October 2000 – September 2006

Private Practice – Workers' Compensation Insurance & Personal Injury  
Austin, Texas  
April 1996 – October 2000

Staff Attorney, Texas Workers' Compensation Commission  
Austin, Texas  
April 1995 – April 1996

Family Law Attorney / Supervising Attorney  
1989- August 1994  
Legal Aid Society of Hawaii  
Honolulu, Hawaii

Deputy Corporation Counsel, Family Support Division  
Honolulu, Hawaii  
1984 – 1986

Hearings Officer, Hawaii Department of Social Services & Housing  
Honolulu, Hawaii  
1976 - 1984

# **Wayne U.H. Keawe, CPA**

924 Bethel Street  
Honolulu, Hawaii 96813  
(808) 536-4302

## **EMPLOYMENT**

- |  |  |
|--|--|
| <b>LEGAL AID SOCIETY OF HAWAII<br/>CONTROLLER</b>  | <b>1992 – PRESENT<br/>HONOLULU, HAWAII</b> |
| 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.   |  |
| <b>SELF-EMPLOYED</b>   | <b>1991-1992<br/>HOUSTON, TEXAS</b>        |
| Partnership with brother-in-law in oil field mapping and surveying.  |  |
| <b>CONSUMER TIRE AUTO CENTERS<br/>DIVISION CONTROLLER</b>  | <b>1985 - 1991<br/>HONOLULU, HAWAII</b>    |
| 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 systems. |  |
| <b>Y.S. INCORPORATED<br/>CONTROLLER</b>  | <b>1979 – 1985<br/>HONOLULU, HAWAII</b>    |
| 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.  |  |
| <b>OHATA &amp; COMPANY CPA'S<br/>SENIOR STAFF ACCOUNTANT</b>   | <b>1977 – 1979<br/>HONOLULU, HAWAII</b>    |
| Audit and tax for retail clients.  |  |
| <b>SEINO, HORIKAWA AND NEKOBA CPA'S<br/>STAFF ACCOUNTANT</b>   | <b>1975 – 1977<br/>HONOLULU, HAWAII</b>    |
| Audit, bookkeeping and taxes for various clients.  |  |

**VINEYARD MEDICAL CLINIC  
BOOKKEEPER**

**1973 – 1975  
HONOLULU, HAWAII**

Bookkeeper for partnership of Doctors

## **EDUCATION**

**UNIVERSITY OF HAWAII AT MANOA, BBA**

**1974  
HONOLULU, HAWAII**

**VENICE HIGH SCHOOL**

**1969  
VENICE, CALIFORNIA**

**ANGELA J. LOVITT**  
924 Bethel St.  
Honolulu, Hawaii 96813  
(808) 536-4302  
anlovit@lashaw.org

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**PROFESSIONAL  
EXPERIENCE:**

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

Director of Training and Special Projects, 11/2007 - present.

- *Coordinate training and develop training opportunities for Legal Aid staff;*
- *Director of statewide AmeriCorps project;*
- *Coordinate recruitment and placement of Summer Law Clerks;*
- *Direct other special projects as needed and requested by Executive Director and Deputy Director.*

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

Adjunct Professor, Lawyering Skills Workshop: Fall 2004, Fall 2006, Fall 2007, & Spring 2008

- *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- 10/2007.

- *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 07/2005 – 06/2006; Hotline Supervisor, 03/2006 – 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 low and moderate-income individuals in family law matters, including divorce, guardianship, post-divorce custody modification, and child support;*
  - *Counseled and represented individuals in Public Benefits disputes including AFDC/TANF, Social Security Disability/SSI, Food Stamps, State of Hawaii disability benefits, and unemployment benefits;*
  - *Trained Volunteer Guardian Ad Litem, approximately 2000-2002; completed Hawaii State Judiciary training for service as GAL to children in abuse and neglect cases. Served as GAL to foster child with special needs.*

## **EDUCATION:**

**William S. Richardson School of Law, Honolulu, HI**  
J.D., May 1997

- ABA Client Counseling Moot Court Team 1996 & 1997: Regional Champions and Second Place Nationally 1996
- Advocates for Public Interest Law Grant Recipient, Summer 1996
- Advocates for Public Interest Law: Board of Directors

**Saint Louis University, St. Louis, MO**  
B.A. Political Science, May 1992

- Magna Cum Laude
- Phi Beta Kappa
- All American Scholar Nominee, 1991 & 1992
- National Political Science Honor Society, May 1992
- Dean's List, Spring 1990 & Spring 1992
- Intercollegiate Debate Forum, 1990-1992

## **INTERESTS/OTHER:**

Assistant Coach, Client Counseling Moot Court Team, William S. Richardson School of Law, 2004 – present. *Assist in the selection of Client Counseling Moot Court team members; Coach student members in preparation for regional and national intercollegiate competitions.*

Envision Hawaii: Member, 2006-present; Steering Committee, present  
Advocates for Public Interest Law (APIL) Board of Directors 1997 - 2001  
Board of Directors, Hawaii Homeownership Center, 2003-2005  
Triathlete  
Outrigger Canoe Paddler

# ELISE A. VON DOHLEN

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*address:* 94-213 Olua Place, Waipahu, HI 96797 ▪ *telephone:* 808-220-6388 ▪ *email:* Eavd5@aol.com

## EDUCATION

**Tufts University**, Medford, MA

- B.A. in American Studies, May 2008, *Magna Cum Laude*
- Concentration: Comparative Race and Ethnicity
- Honors: Senior Thesis highest honors, May 2008

**International School of Kuala Lumpur**, Kuala Lumpur, Malaysia

- Graduated June 2004
- Honors: English Honors Award

## EMPLOYMENT

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

Program Manager

Oct 2011 – Present

- Manages volunteer program of non-attorney volunteers throughout the Legal Aid offices statewide.
- Prepares and assists the Director of Grants Management with grant applications from State, Federal and private donors.
- Provides administrative support to the Executive and Deputy Director in their work with the Board of Directors and Legal Aid matters throughout the state.
- Creates Quarterly Legal Aid Newsletter
- Provide notary services for staff and clients in the Honolulu Office
- Responsible for logistics for Legal Aid receptions, holiday parties and law related trainings

AmeriCorps Advocate, Legal Assistant to Family Unit

Oct 2008 – Sept 2011

- Managed caseload of over 150 individuals seeking legal assistance with family law issues.
- Oversee and led “self-help” clinics to assist individuals to prepare and draft their court documents.
- Met one on one with applicants to discuss their legal issues.
- Completed intake via telephone interviews and walk-in meetings.
- Conducted outreach events in the local community to publicize Legal Aid services.
- Created and distributed self-help materials to assist individuals navigate the legal process.

**Jonathan M. Tisch College of Citizenship and Public Service**, *Medford, MA*

May 2007- May 2008

Assistant

- Planned lectures and forums involving students, faculty and community members to foster a relationship between the university and local communities.
- Organized administrative files and created an Excel spreadsheet to catalogue the college’s book archives.

**Dean of Student Affairs Office**, *Medford, MA*

May 2007- May 2008

Office Assistant

- Acted as liaison between parents, students, faculty and the Dean of Student Affairs Office.
- Operated a mutli-line phone system, fielding and transferring calls.
- Coordinated meeting schedules and acted as front desk receptionist.

## INTERNSHIPS

**Asian Community Development Center**, *Boston, MA*

Sept-May 2006

Intern

- Assisted to develop and supervise of a weekly youth produced radio show.

**Chinatown Gateway Coalition**, *Boston, MA*

Sept-Dec 2006

Intern

- Researched the availability of subsidized housing and created graphs used in presentations and community forums to discuss the need for subsidized housing in Chinatown.

**Computer skills:** Microsoft Word, Excel, PowerPoint, Office, Adobe and Photoshop, familiar with both PC and Mac





## JENNIFER LA'A

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2001-2003	University of Hawaii	Honolulu, HI
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- M.A., Political Science

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2004-Present	University of Hawaii	Honolulu, HI
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- Ph. D. Candidate, Political Science
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# RUSS S. AWAKUNI

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## EDUCATION:

1990 - 1993

**Loyola Law School:** Los Angeles, California

- Juris Doctor
- Recipient, Faculty Minority Scholarship (1992-93)
- Member, Asian Pacific American Law Student Association

1986 - 1990

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

- College of Business Administration
- Bachelor of Business Administration (Finance)
- Senator, Associated Students of the University of Hawaii (1988-90)

## WORK EXPERIENCE:

Jun.2008 – Present

**Legal Aid Society of Hawaii, Leeward office**

- Managing Attorney/Staff Attorney  
Represent low income individuals in matters regarding summary possession defense, foreclosure defense, public housing/section 8 administrative hearings, home equity theft claims, divorce, and other family court matters. As of April 2009, supervise staff, manage branch office, and minor grant mgt.

Jul.2005 – Jun.2008

**Emblazon Hawaii**

- Chairman & CEO  
Manage a wholesale/retail business in Honolulu that specialized in products and apparel designs that change color in sunlight. Closed its retail operation at Ward Warehouse and Maui.

Feb.2004 - Jul.2005

**Oliver, Lau, Lawhn, Ogawa & Nakamura**

- Associate Attorney  
Litigation practice with an emphasis on collection and commercial litigation matters representing lending institutions, associations of apartment owners, and property management companies.

Jan.2002 - Jan.2003

**Honolulu City Council, Council Member Jon C. Yoshimura**

- Senior Advisor  
Supervise staff and advise the Council member regarding constituent requests and inquiries, legislation formation, and community relations.

Mar.2000 - Jan.2004

**The Law Office of Russ S. Awakuni**

- Collection Attorney  
Collection practice with an emphasis on assumpsit collection, foreclosure and bankruptcy matters representing lending institutions and property management companies.

Jul.1997 - Feb.2000

**Tam, O'Connor, Henderson, Taira & Yamauchi**

- Associate Attorney  
Litigation practice with an emphasis on collection, foreclosure and bankruptcy matters representing lending institutions and union trust funds. Assisted partners on other litigation matters.

Sep.1996 - Jul.1997

**Dwyer Imanaka Schraff Kudo Meyer & Fujimoto**

- Associate Attorney  
Commercial litigation practice with an emphasis on bankruptcy and foreclosure representing financial creditors. Assisted partners on arbitration, construction, contract, and securities tasks.

Aug.1994 - Sep.1996

**Department of the Prosecuting Attorney**

- Deputy Prosecuting Attorney  
Individually tried scores of criminal and traffic bench trials in the District and Family Courts of the First Circuit and twelve felony and misdemeanor jury trials in the First Circuit Courts.

Dec.1993 - Aug.1994

**First Circuit Court, Twelfth and Nineteenth Divisions**

- Law Clerk, Criminal Motions  
Drafted judicial determinations, decisions, letters, and memoranda, recommended action on matters taken under advisement and reviewed in-camera, and advised the Court on motions to be heard.

## PRO BONO/ COMMUNITY SERVICE:

Arbitrator, Court Annexed Arbitration Program (1998 - present)

President (2001), VP (2000), Director (1999), Young Lawyers Div., HI State Bar Assoc.

Vice-Chair, Nuuanu/Punchbowl Neighborhood Board, C&C of Hon. (2003 - 2005)

*Resume of CALLEEN J. CHING*

Hawaii Immigrant Justice  
Center at Legal Aid Society  
of Hawaii  
P. O. Box 3950  
Honolulu, Hawaii 96812  
January 2010 – present

Supervising Attorney: Represent abused  
Immigrants in immigration and related  
civil legal issues; supervise staff

Hawaii Immigrant Justice  
Center  
(formerly Na Loio)  
P. O. Box 3950  
Honolulu, Hawaii 96812  
  
January 2001 – December 2009

Senior Attorney; Projects Director  
Duties: Represent abused immigrants  
in immigration and related civil legal issues;  
conduct community education and  
training on abused immigrant issues;  
advocate for public policy reform for abused  
immigrants; collaborate with other  
community agencies to improve services to  
improve services to abused immigrants;  
manage abused immigrant projects and  
supervise staff; perform fundraising  
activities

*OTHER LEGAL EXPERIENCE:*  
Corporation Counsel, City & County  
of Honolulu

Deputy Corporation Counsel  
Personnel Division

AmeriCorps Students &  
Advocates for Victims of  
Domestic Violence, Volunteer  
Legal Services

Program Director, Supervising Attorney

Hawaii Civil Rights Commission

Enforcement Attorney

Disability Rights Project  
Legal Aid Society of Hawaii

Supervising Attorney

Legal Aid Society of Hawaii

Supervising Attorney; Managing Attorney

Family Court

Per Diem Judge

Senate Judiciary Committee  
Hawaii Legislature

Chief Attorney

*Other Legal and Community Activities*  
Co-editor, Our Right, Our Lives,  
Hawaii Women Lawyers 2001

**NICOLE C. FORELLI**  
295 Lauala Street  
Wailuku, HI 96793  
(808) 205-5205 (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                          | <p>Managing Attorney<br/>Legal Aid Society of Hawaii<br/>Wailuku, Maui, Hawaii</p> <ul style="list-style-type: none"><li>▪ Manage Maui County offices (Maui, Molokai and Lanai)</li><li>▪ Supervise staff attorneys and paralegal</li><li>▪ Write and monitor grants and oversee budget</li><li>▪ Represent clients in various matters, including family law, public benefits, housing law, consumer law and elder law</li><li>▪ Provide Guardian Ad Litem (GAL) and Parent Counsel services in Child Protective Service (CPS) cases</li><li>▪ Work with community service providers to help clients</li><li>▪ Conduct trainings and outreach to the community and other service providers</li></ul>                 |
| Mar. 2003-June 2004<br>Mar. 2002-Mar. 2003 | <p>Supervising Attorney<br/>Staff Attorney<br/>Domestic Violence Clearinghouse and Legal Hotline<br/>Wailuku, Maui, Hawaii</p> <ul style="list-style-type: none"><li>▪ Supervised staff attorney, paralegal and legal secretary</li><li>▪ Represented victims of domestic violence in family law matters (divorce, paternity and restraining order hearings)</li><li>▪ Handled hotline calls from victims of domestic violence</li><li>▪ Educated police officers/community on issues of domestic violence</li></ul>   |
| Nov. 2000-March 2002                       | <p>Deputy Prosecuting Attorney<br/>Department of the Prosecuting Attorney<br/>County of Maui<br/>Wailuku, Maui, Hawaii</p> <ul style="list-style-type: none"><li>▪ Prosecuted domestic violence and juvenile case</li><li>▪ Trained police officers on investigation of domestic violence cases</li></ul>  |
| Oct. 1993-Nov. 2000                        | <p>Assistant Attorney General, Criminal Division<br/>Office of the Attorney General<br/>Saipan, Commonwealth of the Northern Mariana Islands</p> <ul style="list-style-type: none"><li>▪ Prosecuted felonies and misdemeanors, focusing primarily on domestic violence and child abuse/neglect (vertical prosecution)</li><li>▪ Member of the Family Violence Task Force (FVTF)</li><li>▪ Member of the Multi-Disciplinary Response Team (MDRT)</li><li>▪ Trained police officers on investigation of domestic violence cases</li><li>▪ Handled appeals to the CNMI Supreme Court and Ninth Circuit Court of Appeals</li><li>▪ Testified before the Legislature regarding legality of proposed legislation</li></ul> |

- 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
- 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 and conducted 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, writing and 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

RESUME

Charles H. Hite  
(808) 536-4302 (W)

CURRENT EMPLOYMENT

Legal Aid Society of Hawaii  
Managing Attorney - Hilo office  
(August 2010 - Present)

PAST EMPLOYMENT

(Hawai'i)

Office of Disciplinary Counsel  
Assistant Disciplinary Counsel; Deputy Chief Disciplinary Counsel  
(July 1995 - June 2010)

Staff Attorney, Legal Aid Society of Hawai'i  
(December 1987 - July 1995)

Associate - Ikazaki, Devens, Lo, Youth, and Nakano  
(February 1985 - December 1987)

Associate - Hoddick, Reinwald, O'Connor, and Marrack  
(May 1981 - February 1985)

(New York)

Staff attorney, Bronx Legal Aid Society, Criminal Division  
(October 1976 - December 1980)

LAW-RELATED EDUCATION

J.D. - New York Law School, New York, New York  
(September 1972 - May 1976)

LICENSES TO PRACTICE LAW

State of New York (1977 - Present)

State of Hawai'i (1981 - Present)

United States District Court, District of Hawai'i (1981 - Present)

Court of Appeals, Ninth Circuit (1985 - Present)

# EMIKO L. MEYERS

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Lihue, Hawaii 96766  
(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 – Juvenile Justice/Special Education  
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

## PUBLICATION

Emiko L.T. Ryan, *Reaching Out to Hawaii's Homeless*, in *LAWYERS WORKING TO END HOMELESSNESS*, 219 (ABA Commission on Homelessness and Poverty 2006).

## EXPERIENCE

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

#### **Managing Attorney**, August 2006-Present

Provide direct civil legal services to indigent clients. Areas of experience: Family Law, Landlord/Tenant, Public Benefits, Guardian ad Litem and Special Education. 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.



# EMIKO L. MEYERS

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## COMMUNITY INVOLVEMENT AND MEMBERSHIP

*Young Women's Christian Association (YWCA)*, Lihue, HI  
Vice President – Board of Directors, August 2007-present  
Secretary - Board of Directors, March 2004-August 2007

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

*Kauai Economic Opportunity, Inc.*, Lihue, HI  
Mediation Advisory Board, Member 2006-present

*Kauai Community Alliance*, Lihue, HI  
Chairperson, October 2007-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.

STACIA MARIE SILVA  
2018 Keeaumoku Street  
Honolulu, Hawaii 96822  
(808) 232-6848

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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, Kaneohe, Hawaii**

*Managing Attorney*

November 2006-Present

Practice family, public benefits, housing, and consumer law; advocate for children in foster care as a guardian ad litem, including advocacy for special education services for those children; supervise staff attorneys, paralegals, law clerks, and other personnel; daily management of a small legal office.

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

*Staff Attorney/Unit Head*

January 1997 – October 2006

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 – 2006

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.

# Joanna Elizabeth Sokolow

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**BAR ADMISSION:** STATE OF HAWAII

## EDUCATION

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**Georgetown University Law Center**, Washington, D.C.

*J.D.*, May 2006

*Georgetown Juvenile Justice Clinic*, 2005-2006

**University of Wisconsin–Madison**, Madison, WI

*B.A.*, August 1999

*Double Major, International Relations & French*

Honors: Honors in French Major

Distinction, School of Letters & Science

Trewartha Research Grant for senior honors thesis on Challenges to Democracy in Algeria

## WORK EXPERIENCE

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**Legal Aid Society of Hawaii**, Kailua Kona, HI

*Managing Attorney*, Oct. 2008-present

- Supervise staff., Manage office operations
- Ensure compliance with Legal Services Corporation and Legal Aid Society of Hawaii policy.
- Provide direct civil legal services to indigent clients in the areas of family, housing, consumer, and public benefits law

*Staff Attorney*, Oct. 2007-2008, *Americorps Attorney*, Oct. 2006-2007

- Provide direct civil legal services to indigent clients in the areas of family, housing, consumer, and public benefits law
- Work closely with other social service agencies to ensure a continuum of services for our clients
- Act as court-appointed Guardian Ad Litem for children in abuse/neglect or delinquency cases

**Georgetown Juvenile Justice Clinic**, Washington, D.C.

*Student Attorney*, 2005-2006

- Represent juvenile clients in delinquency cases in D.C. Superior Court
- Investigate cases, conduct probable cause hearings, prepare and defend motions, advocate at trial and disposition
- Liaise with providers to obtain variety of social services for clients including mental and physical health, mentoring, tutoring, and drug education
- Advocate in educational context for school placement and special education services; represent students at school hearings

**Georgetown University Law Center**, Washington, D.C.

*Editorial Assistant*, 2000–2006

- Research and prepare memoranda on international law subjects
- Edit manuscripts for Professor John H. Jackson and for *Journal of International Economic Law*
- Prepare student materials for courses in international law

**Justice Policy Institute, Juvenile Death Penalty Project**, Washington, D.C.

*Legal Intern*, Summer 2003

- Prepared legal memoranda on international law surrounding juvenile death penalty

- Researched scholarship and commentary on trial of sniper suspect John Lee Malvo and its potential implications on issue of juvenile death penalty
- Developed press packet about juvenile death penalty

## **VOLUNTEER AND OTHER EXPERIENCE**

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### **State Licensed Foster Parent, Hawai'i**

August 2008-present

### **YMCA Teen Court, Kailua Kona, HI**

*Judge*, 2006-present

- Preside over cases diverted from Family Court for first-time offenders. Teens are sentenced by other teens for offenses such as runaways, trancies, curfew violations, shoplifting, theft, criminal property, vandalism, certain drug violations.

### **Maya Angelou Public Charter School, Washington, D.C.**

*Tutor*, 2003-2005

- Tutored at-risk high school students in all subjects

### **St. Francis Xavier Elementary School, Washington, D.C.**

*Tutor*, 2001–2003

- Tutored at-risk elementary school children in all subjects

### **The Camp Heartland Project, Milwaukee, WI**

*Volunteer*, 1994–1999

- Coordinated student fund-raising and awareness activities for summer camp for children with HIV or AIDS
- Designed publicity materials
- Recruited private and corporate donors

### **Russell Feingold Senate Campaign, Madison, WI**

*Intern*, Fall 1998

- Coordinated University campus events
- Recruited student volunteers
- Promoted voter registration
- Traveled across state answering constituent questions about Senator Feingold's platform

SHEILA P. LIPPOT  
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(808) 277-2125

The Legal Aid Society of Hawaii, Honolulu, Hawaii March 2008 – present  
Supervising Attorney, Housing Unit: assist low-income tenants to achieve housing justice. Provide a variety of services to include legal representation, advocacy, outreach, self-help and community participation. Services include: prevent eviction from public housing through administrative hearings and judicial appeals; prevent eviction from private housing through the judicial and mediation process; seek money damages for tenants who have encountered illegal lockouts and illegal utility shut offs; assist clients attain and keep Section 8 benefits. Provide other services as requested by LASH. Supervise three attorneys in Housing Unit. Provide legal services to the LASH Fair Housing Enforcement Program to include administrative hearings, Chapter 91 appeals and civil suits.

Mediation Center of Hawaii, Honolulu, Hawaii March 2005 – June 2008  
Mediating various forms of disputes: landlord/tenant, consumer/merchant, divorce/custody/child support, civil rights, temporary restraining orders and Small Claims Court. Facilitator in mediation training. Mediation Center uses facilitative mediation which focuses on the parties themselves working out an agreement. This is a volunteer position.

Honolulu Art Academy: Sept. 2006 – June 2007  
Trained to become a docent. Led Nativity tours at Christmas. This is a volunteer position.

Office of the Public Defender: Honolulu Hawaii. February 2001 – April 2005  
Public Defender I, II and III: Managed large case load with full service defense work. Assigned to various departments. In the Appeal Section I wrote briefs after analyzing trial transcripts for possible issues. These included, in part, rules of evidence, search and seizure, and jury instructions. Also did civil commitment hearings, probation and parole/parole violation hearings. Practiced in Family Court Division (both juvenile and criminal), District Court, DUI Court, Traffic Court and Felonies. The work included defendant interviews, locating and interviewing witnesses, visiting the crime scene, taking photographs and other investigation needed for my cases. Main focus was preparing and trying cases.

Whiteman Air Force Base Thrift Shop: Warrensburg MO. June 1998 – August 2000  
Recruited, supervised and trained 30 volunteer and 2 employees, wrote policies and procedures, solicited donations, wrote monthly report and newsletter. Volunteer position.

American Red Cross: Kansas City MO. January 1999 – August 2000  
Evaluated programs receiving United Way funds. Visited the facilities, questioned the leaders and made recommendations for improvement. Volunteer position

South Bay Literacy Society: Torrance CA. September 1991 – June 1998  
Tutored private students and trained volunteers in the Laubach Method for teaching reading to adults. Volunteer position.



Office of the Public Defender: Honolulu, Hawaii October 1986 – June 1990

EDUCATION:

Radford high School, Honolulu, Hawaii

University of Hawaii at Manoa, Bachelor of Science with Distinction

William S. Richards School of Law, University of Hawaii at Manoa

TRAINING

Hawaii State Bar Association sponsored Landlord-Tenant Code Training October 2008

Fair Housing School, Fundaments of Fair Housing, November 2008

National Housing Law Project Conference and Training, December 2008



Legal Research Aide

Assisted Chief Judge James Burns by researching, preparing bench memos, meeting regularly, and recommending opinions. Developed good research and writing skills.

**HONORS:**

2005	James T. Koshiba Scholarship (public interest scholarship)
2004	Nancy Stivers' Scholarship (public interest scholarship)
2004	Hawai'i Veterans Memorial Scholarship
2004	Advocates for Public Interest Law (APIL) Grant
2003	Cades Schutte Fleming & Wright Scholarship
2002	Highest honors for senior thesis

**TRAININGS:**

January 9, 2009	Kids' SSI Seminar with Suzanne Harris
July 24, 2009	Representative Seminar with Administrative Law Judge Franks

**LANGUAGES:** Basic Cantonese

# Ryker Jonathan Wada

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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