

ANNUAL
REPORT

1968

PALAMIA
SETTLEMENT

Palama Settlement/ Annual Report of the President/ 1968-69

A summary report of the year has a dryness in lacking a full recording of the efforts and concern of the many persons associated with Palama Settlement both directly and indirectly. A brief review of the year also lacks a valid perspective of the events leading up to the year. And perhaps unavoidably, the short view cannot forecast accurately the impact the year's accomplishments or failures may have on the future.

Since the last annual meeting, the Board of Trustees has held 10 regular meetings and 1 special meeting.

Outstanding in the Board's deliberations was receipt of the study of Palama requested by the Aloha United Fund to be carried out through the (then) Honolulu Council of Social Agencies, as approved by the latter in January, 1967. The Study Committee, chaired by John F. Murphy and which included three Palama Trustees, produced a meaningful and working document which was accepted with gratitude by the Trustees and looked upon by them as a self-study.

Almost immediately after receiving the Study, the Board took action to begin phasing out recreation work, to pursue the development of Palama as a "neighborhood services center," and to engage special supplementary consultation. Mr. Robert L. Bond, Executive Director of the Greater Cleveland Neighborhood Centers Association, acting in the capacity as consultant for the National Federation of Settlements and Neighborhood Centers, spent one week in Honolulu. In addition to his written report, Mr. Bond assisted Palama by questioning, stimulating, and reinforcing the thinking of many staff and Board members.

Out of a crisis with Palama's budget there has grown a strong and happy working relationship with the Aloha United Fund based on an increased mutual understanding of each organization's problems and functions. The Trustees value this new relationship.

Physical renovations were made to provide facilities for services, reported elsewhere in greater detail, which place the Settlement firmly into the still-developing concept of a multi-service center.

In conjunction with mainland business, your President was privileged to attend, with the Executive Director, the biennial conference of the National Federation of Settlements, in Houston, Texas, in May. The benefits from the meetings, discussions, tours, and personal contacts have been disproportionate to the short time spent. Under more sanguine conditions, Palama could play an active role in this single national organization representing settlements, but budget limitations and distance conspire to prevent Palama even from membership.

Under a special grant from the Aloha United Fund, and through the efforts of the Executive Director and our auditors, Haskins & Sells, a new system of accounting and service reporting has been devised. The resultant accurate and quick reporting provides a tool for the Board and staff which should increase efficiency in the use of the resources of the Settlement.

2.

A revision of Palama's By-laws, the first since 1928, was completed for presentation to the Board at its 63rd annual meeting. Your President regards this revision as one of several accomplishments resulting from thoughtful Board action. Taken together, these actions hopefully will allow Palama to continue working usefully, forcefully, and progressively.

Our belief and goal is that the people of Palama, primarily through their own efforts, can transform their neighborhood into a vital contributor to the maturity of Honolulu as the world's most desirable city in which not merely to be, but to live.

Palama Ho'omālamalama

JOHN COTTON WRIGHT, PRESIDENT
BOARD OF TRUSTEES

Palama Settlement/ Annual Report of the Executive Director/ 1968

In the past year the Settlement has undergone significant change, the import of which will be known as time goes on. Our mission and our major goals and objectives have been rethought and refined by the Board and Staff and programs and services either discontinued, reaffirmed or embarked upon in implementation of them.

1. The fee-supported music school with format largely inappropriate to the needs of the immediate area was discontinued.
2. Recreation programs, as such, were discontinued with the end of summer.
3. The former Group Work Services and Individual and Family Services were redesigned and staffed as Aggressive and Supportive components of our Social Welfare Services. This strengthens our ability to move rapidly, utilizing crisis intervention techniques, to do more effective "discovery" social work, to make social diagnoses, and effect sound referral with appropriate follow through, and to provide small group settings designed to enhance realization of potential and modify specific disabling behaviors.
4. Neighborhood development work, patterned differently from our former OEO funded community organization services has been reinstated on a modest scale. This is a major concern of the Settlement and will be expanded as funding permits.
5. Conversion was completed to an accounting and reporting system that allows dollars spent to be equated to services provided and persons served. (material elsewhere in this report utilizing Service Codes illustrates this)
6. Services of other agencies deemed most appropriate to the neighborhood were encouraged to locate at and operate from the Settlement. These include, to date, the Kalihi-Palama Mental Health Clinic, of the Division of Mental Health, State Department of Health, the offices of the Kalihi-Palama Headstart Program, a branch of the Legal Aid Society, the Kapalama Unit of the Public Welfare Division of the Department of Social Services, and a public recreation program by the City and County Department of Parks and Recreation. These services have recognized the need for, and agreed to participate in planning toward, a multi-service center providing coordinated services responsive to the needs of the people of the area.

The foregoing "evolution" is characteristic of "the Settlement House"--an organization unique in the pattern of social welfare services in this country in its closeness to its neighbors and clientele, its ability to early sense needs, its pragmatic approach in helping meet those needs, and its commitment to keeping its services relevant to the "now" situation.

This past year's process is the result of recommendations by the former Honolulu Council of Social Agencies, of Settlement and Neighborhood Centers, a farseeing Board of Trustees, continuing underfunding, and a loyal, imaginative and resilient staff.

LORIN T. GILL
EXECUTIVE DIRECTOR

SUMMARY OF SERVICE 1968 - 1969
E. Chambers, Director of Services

The first six months of 1968 at the Settlement could be characterized by the description "status quo circa 1963." The programs were geared to "holding on" and preparation for implementation of desired activities.

Shifting and separating staff to accommodate the recreation change and to implement Social Welfare Services in a single unit of supervision required a great deal of formal and informal in-service education.

The Youth Development Center provided the main source of formal training.

Surveying the great number of needs in the area, and taking inventory of our talents and knowledge, we selected two main thrusts for our 1968-9 programs, academic under-achievement (truancy, etc.) and family planning. Both of these appear to be root causes of juvenile delinquency.

In August a major project was undertaken--the Behavior Modification program "Football '68". The entire staff was involved, but maintained continuing services including: aggressive crisis intervention, on-going groups (problem oriented and social developmental--leadership), special interest and instant satisfaction (just fun) groups and neighborhood development.

Individuals were served by Behavior Modification plans (operant reinforcement), counseling and informal education.

On-the-spot facilitation of employment pursuit, adult education, etc. was done.

Social Welfare Services took two approaches: the outreach techniques of Aggressive Services and the on-going and innovative--called Supportive Services.

The game room and the children's play room operated as major foci of attraction. The teen lounge, tutorial programs and the use of great numbers of volunteers were all part of the program.

The line staff was composed of seven people. The total program staff (Supervisors and Director of Services included) numbered ten.

Assessment of the unmet acute needs in the area led to emphasis in staff preparation and design.

The end of 1968 found Palama Settlement programs just getting into the core of programs underway.

Cooperative sharing of techniques as well as problems and background information by school counselors, teachers and especially the new neighbors at the Palama Mental Health Clinic have molded a solid concern for and

SUMMARY OF SERVICE
1968 - 1969

- 2 -

with the youngsters, their parents and some of the schools.

The anticipation of increased client service with the addition of Parks & Recreation and Department of Social Services in the Settlement complex is high.

The design of our 1969 Settlement thrust is simple and direct--the increased use of behavior modification by operant means, increased tutorial services, repeating Project Akamai (in a revised fashion), launching a full scaled informal education program in family planning, specifically designed rational thereapy groups, and hopefully getting an in-community treatment project underway.

P A L A M A S E T T L E M E N T

STATEMENT OF REVENUE AND EXPENDITURES (AS ALLOCATED TO SUPPORTING SERVICES AND TO VARIOUS PROGRAM SERVICES)
FOR THE YEAR ENDED DECEMBER 31, 1968

<u>EXPENDITURES</u>	Total Budget 1968	Actual 1968 Total	*(000) (100) (200) *(300) Supporting Services	Soc. Welf. Services	*(400) Recreation Services	*(600) Neighborhood Development
2100 Salaries	207,587.00	196,008.62	80,835.37	47,608.59	64,412.66	3,152.00
2200)						
2300) Benefits & Taxes	14,770.10	16,001.52	7,094.59	3,710.47	4,939.08	257.38
2400 Prof. Fees & Contr. Pmts.	4,931.00	4,846.40	3,911.40	555.00	380.00	-
2500 Supplies	16,897.56	18,050.49	6,253.80	2,260.60	9,522.31	13.78
2600 Telephone	4,127.58	4,302.49	1,289.41	1,535.85	1,414.06	63.17
2700 Postage	684.60	681.30	595.80	6.50	76.00	3.00
2800 Occupancy-Bldg. & Grounds	18,395.88	14,435.46	14,218.16	74.22	143.08	-
3100 Outside Printing	-	52.78	-	-	52.78	-
3200 Local Transportation	4,405.72	4,840.81	3,821.57	412.34	606.90	-
3300 Conferences & Conventions	2,037.31	2,636.31	2,636.31	-	-	-
3400 Subscriptions	98.60	137.06	86.38	25.20	25.48	-
3500 Spec. Assist. to Individ.	600.00	187.39	-	187.39	-	-
4100 Organization Dues	73.50	154.00	74.00	-	80.00	-
4300 Equipment	441.39	4,739.08	3,638.36	452.56	648.16	-
4900 Miscellaneous	899.50	2,186.99	586.25	46.72	1,554.02	-
SUB-TOTAL	257,949.74	269,260.70	125,041.40	56,875.44	83,854.53	3,489.33
4390 Maj. Repair/Replacement	25,691.09	24,075.99	24,075.99	-	-	-
GRAND TOTAL	301,640.83	293,336.69	149,117.39	56,875.44	83,854.53	3,489.33
GRAND TOTAL EXPENDITURES	301,640.83	293,407.65				
NET GAIN	-	70.96				

* NOTE: 000 Administration
100 Service Direction
200 Maintenance
300 Social Welfare Services include 320 Supportive Services
330 Aggressive Services
400 Recreation (Discontinued Aug. 31, 1968)
600 Neighborhood Development (Re-instituted Sept. 1, 1968)

P A L A M A _ _ S E T T L E M E N T

STATEMENT OF REVENUE AND EXPENDITURES (AS ALLOCATED TO SUPPORTING SERVICES AND TO VARIOUS PROGRAM SERVICES)
FOR THE YEAR ENDED DECEMBER 31, 1968

<u>REVENUE</u>	<u>TOTAL BUDGET 1968</u>	<u>TOTAL ACTUAL 1968</u>
100 Contribution	7,134.00	9,535.24
500 Bequest, Non-Endowment	-	5,000.00
1100 Membership Dues	2,500.00	1,113.85
1300 Program Service Fees	31,552.00	19,574.99
1600 Investment Income	260.00	269.17
1700 Miscellaneous	<u>10,493.00</u>	<u>9,827.74</u>
AGENCY INCOME	51,939.00	45,320.99
 <u>AUF ALLOCATIONS</u>		
Operation	220,441.07	220,441.00
Major Repairs	25,691.09	24,075.99
Special	3,569.67	3,569.67
TOTAL AUF	<u>249,701.83</u>	<u>248,086.66</u>
GRAND TOTAL REVENUE	<u>301,640.83</u>	<u>293,407.65</u>
NET GAIN	-	<u>70.96</u>

SERVICES RENDERED TO THE COMMUNITY

SERVICE NUMBER	YEAR TO DATE (JAN. -- AUG. 1968)																					
	TOTAL ATTENDANCE	TOTAL MONTHLY CASE LOADS	TOTAL INDIVIDUAL CONTACTS	NO. OF UNDUPLICATED INDIV.	FORMED GROUPS					REFERRALS				TOTAL INDIVID. TERMINATIONS	TOTAL OPEN MEETINGS, SPECIAL EVENTS	TOTAL ATTENDANCE (at 16)	TOTAL CAMPER/DAYS	USE OF FACILITIES BY OTHER				
					TOTAL GROUPS ACTIVE MONTHLY	NO. OF DIFFER. GROUPS	TOTAL INDIVIDUALS INVOLVED MONTHLY	NO. OF UNDUPLICATED INDIVIDUALS	TOTAL GROUP SESSIONS	TOTAL ATTENDANCE	TOTAL RECEIVED	TOTAL MADE OUT WITH SUPPORT	TOTAL MADE OUT WITHOUT SUPPORT					TOTAL INTRA-AGENCY	TOTAL MONTHLY NO. OF ORGANIZATIONS	NO. OF UNDUPLICATED ORGANIZATIONS	TOTAL SESSIONS/USES	TOTAL ATTENDANCE
COL.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
300		2272	9878	257	63	13	640	141	236	1755	44	110	12	94	83							
310		1045	3736	99							10	50	3	43	38							
320		1227	4387	116							34	60	9	51	45							
330			1755	42	63	13	640	141	230	1755												
400				956	205	45	3201		1215	16612					956	44	1353	6765	40	21	40	1870
410	27405															44	1353					
420	10813			640*	88	18	1881		770	16813												
430	3799				117	27	1320		445	5749												
440	6604			316											316			6765				
TOTALS	50621	2272	9879	1213	268	68	3841		1445	18367	44	110	12	94		44	1353	6765	40	21	40	1870

* As of April; includes individuals in 300 Series ** Estimated

To Equate Old/New Service Numbers

REVISED OCT. 1968

JAN-AUG '68	SEP-DEC '68	DESCRIPTION	JAN-AUG '68	SEP-DEC '68
000	000	Adminis. Series	700	700
	010	General		
	020	Director's Office	800	800
	030	Business Office		
	040	Board of Trustees		
100	100	Maintenance Series		810
	110	General	900	900
	120	Routine Functions		
	130	Special Requests		910
	131	Room Setups	400	-
	132	Camp Setups	410	-
	133	Equipment Moves	420	-
	134	Errands, Pickups	430	-
	135	Building Repairs		
	136	Special Construction		
	137	Other		
	140	Major Jobs		
	150	Service to Other Agencies		
200	200	Service Direction Series		
	210	General		
300	300	Social Welfare Series		
	310	General		
	320	Supportive Services		
320	321	Counseling		
330	322	Group Work		
	323	Entree Settings		
440	324	Camping		
	325	Special Events		
	326	Special Projects		
	330	Aggressive Services		
310	331	Crisis Intervention		
	332	Discovery Work		
500	500	Demonstration Projects		
	510	General		
600	600	Neighborhood Development		

EXHIBIT 10

SERVICE STATISTICS - REPORT SHEET
(For Staff and Departmental Reporting)

	1	2	3	4	FORMED GROUPS					REFERRALS				15	16	17	18	USE BY OTHER ORGANIZATIONS				
					5	6	7	8	9	10	11	12	13					14	19	20	21	22
	Total Attendance	Total Caseload	Total Individual Contacts	Number of Unduplicated Individuals	Number of Groups Active	Number of Different Groups	Total Indiv. Involved this Month	No. of Unduplicated Individuals	Total Group Sessions	Total Attendance	Total Received	Total Ref. Out with Support	Total Ref. Out w/out Support	Total Intra Agency	Total Individual Terminations	Total Open Meetings, Special Events	Total Attendance (at 16)	Total Camper Days	Total Number of Organizations	Number of Unduplicated Organizations	Total Sess./Uses	Total Attendance
3 0 0	89										89	80	9	50								
320	1,393	546	1,393	546																		
321																						
322	4,348				12	15	510	510	231	4,348												
323	2,310									2,310												
324	81																81					
325	1,294														33	1,294						
326	6,978																					
330																						
331																						
332																						
5 0 0																						
6 0 0	393																		6	6	10	393
8 0 0	439																		3	3	11	439
TOTALS	17325	546	1,393	546	12	15	510	510	231	6,658	89	80	9	50		33	1,294	81	9	9	21	832

PALAMA SETTLEMENT

SERVICE CODES

ADMINISTRATION SERIES

010 - General
020 - Director's Office
030 - Business Office

MAINTENANCE SERIES

ROUTINE FUNCTIONS - 120
120 - Routine Functions

SPECIAL REQUESTS - 130
131 - Room Set-Ups
132 - Camp Set-Ups
 1321 - Settlement Camping
 1322 - Outside Rentals
133 - Equipment Moves
134 - Errand Pick-Ups
135 - Building Repairs
136 - Special Construction
137 - Other

MAJOR JOBS - 140
141 -
142 -

SERVICE TO OTHER AGENCIES - 150
151 - Parks and Recreation
 (gym, field, pool,
 lockers)
152 - Mental Health Clinic
153 - Head Start
154 - Department of Social Services
155 -

SERVICE DIRECTION SERIES

210 - General

SOCIAL WELFARE SERVICES SERIES

ROUTINE SERVICES - 310
310 - General

SUPPORTIVE SERVICES - 320
321 - Counseling
322 - Group Work
323 - Entree Settings
324 - Camping
325 - Special Events
326 - Department Special
 Projects

(SOCIAL WELFARE SERVICES SERIES CONT.)

AGGRESSIVE SERVICES - 330
331 - Crisis Intervention
332 - Discovery Work

DEMONSTRATION PROJECTS

510 - General
520 - In-Community Treatment
 of Delinquency

NEIGHBORHOOD DEVELOPMENT

610 - General
620 -

HOUSING AND RENTALS

710 - General
720 - Staff Apartments
730 - Dormitory
740 - Head Start
750 - Mental Health Clinic
760 - Department of Social
 Services
770 - Palama Uka

MULTI-SERVICE CENTER

810 - General
820 -

RESEARCH EVALUATION

910 - General
920 -

PALAMA SETTLEMENT
BOARD OF TRUSTEES

1 9 6 8

Officers

President - John Cotton Wright
1st Vice-President - Dr. George F. Schnack
2nd Vice-President - Stephen Kanda
Secretary - Mrs. Karen C. Perkins
Treasurer - John K. Clarke, Jr.

Honorary Board Members

Carter, George R.
Castle, Alfred L. (Honorary Pres.)
Galt, Carter
Pratt, C. Dudley
Ward, A. L. Y.

Board Members

Almon, Miss Martha
Aull, William E.
Berman, Edward
Cayaban, Mrs. Ines
Chang, Judge Robert Won Bae
Ching, Donald D. H.
Clarke, John K., Jr.
Corbett, Judge Gerald R.
Damon, Henry E.
Farinas, F. C.
Jambor, Dr. Harold A.
Kanda, Stephen
Kealoha, Moses
Keppeler, Herbert K.
Melim, Mrs. Peggy
Nagoshi, Jack
Ossipoff, Vladimir
Pang, Wilfred
Perkins, Mrs. Karen C.
Sagum, Capt. Roland
Sakamaki, Dr. Shunzo
Schnack, Dr. George F.
Shigemitsu, Richard
Spalding, Charles C.
Stubblefield, Mrs. Esther
Wong, Richard
Wright, John Cotton

Executive Director - Lorin T. Gill

Palama Settlement
Full-Time Staff
1968

Administrative

Gill, Mr. Lorin T. - Executive Director
Chambers, Mrs. Earlene - Director of Services
Hale, Lynette
Iizaki, Miss Margaret
Mitomi, Mrs. Eva
Miyamoto, Mrs. Clara
Packer, Mrs. Rebecca
Pakaki, Mr. Ernest

Business Office

Kishaba, Mr. George - Bookkeeper
Ichikawa, Mrs. Helen
Infante, Miss Shirley

Group Work and Recreation

Murata, Mr. Patrick - Activity Coordinator
Community Development Coordinator
Berido, Mr. Henry H.
Caboga, Mr. Enrique
Harada, Miss Gail
Hamaishi, Mr. Henry
Kahoonei, Mrs. Connie
Kaninau, Mr. Louis
Ling, Mrs. Karel Ann
Oshiro, Mr. Larry
Scileny, Mr. James
West, Miss Karen

Social Services

Ling, Mr. Kenneth - Social Services Supervisor
Kim, Mrs. Dorothy
Lau, Mr. Edward T., Jr.
Mapu, Mr. Faaleaga
Paekukui, Mrs. Diana
Sharp, Mr. John
Tanji, Mrs. Joyce
Hirahara, Mr. Stephen
Jaderstrom, Mr. Noel

Maintenance

Kushima, Mr. Roy - Maintenance Supervisor
Anno, Mr. Andrew
Aviles, Mr. Ramon
Elizares, Mrs. Hilda
Kawakone, Mr. Howard
Kitabata, Mr. James
Oyama, Mr. Masaki
Takamura, Mr. Edward
Toyama, Mrs. Mary Ann
Toyama, Mrs. Priscilla
Wong, Mr. Clyde