

**I. Mission Statement**

To lead the County Government in accomplishing its mission and goals.

**II. Department Goals**

1. To understand and prioritize Kaua'i's needs, and to establish administrative policies which develop and effectively utilize County resources.
2. To work in partnership with the County Council to achieve the County's mission and goals.
3. To provide leadership and opportunities for the realization of projects under the five areas of focus first outlined in December 2008:
  - a. Support for our economy
  - b. Planning wisely for our future
  - c. Becoming more sustainable now
  - d. Caring for our communities, our families, our residents and our visitors
  - e. Delivering exceptional customer service

**III. Program Description**

The Office of the Mayor establishes and directs basic policies and management guidelines for all executive departments of the County. It serves as liaison between the Kaua'i County Council and the Administration, the County's Boards and Commissions as well as special programs.

The Mayor's Office staff oversees and executes the Mayor's operating budget, provides support services to all County agencies, the Office of Boards and Commissions, responds to citizen concerns, ensures compliance with Americans with Disabilities Act regulations through the implementation of the County's ADA transition plan, provides opportunities and healthy choices for our youth via the Anti-Drug program, organizes the County's legislative proposals and coordinates internal County communications and the dissemination of information to the public.

**Reorganization**

During his first two years in office (December 2008 – December 2010), Mayor Carvalho identified several areas of critical need within the County that he felt needed to be further addressed. Following the 2010 election, Mayor Carvalho made some organizational changes in order to address those areas that he felt were lacking proper resources to insure success. Those areas were:

- Risk Management: Additional support in the Department of Finance was needed in order to implement new policy, training and other efforts to augment risk management program and avoid costly lawsuits such as those paid out in early FY11. This was accomplished by funding a dollar-funded Risk Management Officer position.

- Civil Defense outreach: An existing Grant Coordinator position was converted to a Manager of Civil Defense position. Additional upper-level support in the Civil Defense Agency was needed in order to increase coordination with internal and external partners, including executing necessary memorandums of agreement and increasing training and exercise opportunities. This new organizational structure also provides the resources to enhance the use of IT tools such as WebEOC in training and emergency response activities, and insure compliance with all grant agreements.
- Planning for affordable housing: Additional support in the Housing Agency was needed in order to successfully develop the County's 75-acre parcel in 'Ele'ele into our first "green" affordable housing complex. This will be the largest affordable housing complex undertaken in the history of the County. The Housing Planner assists in incorporating planning concepts like "Safe Routes to School" and "Complete Streets" into future housing projects. The new position was created via a dollar-funded Program Support Technician II position, was funded and converted to Special Assistant to the Housing Director.
- Environmental Services: Additional support in Public Works was needed in order to place appropriate emphasis on critical projects in solid waste and wastewater. This move brings Kaua'i on par with other Counties with an "Environmental Services Division" encompassing these two divisions. This was accomplished by converting an existing Civil Engineer VI position to Environmental Services Officer position, which oversees the Wastewater and Solid Waste Divisions of the Department of Public Works.
- Internal and external communications: As the new term began in December, the mayor created a position for a Public Information Assistant in order to improve information flow with internal and external stakeholders. Public information needs for the Kaua'i Fire Department and the Kaua'i Police Department were assigned to the Public Information Assistant, as well as the responsibility for coordinating regular community outreach for the County. The Public Information Assistant also created and maintains the County's Face Book page, which was launched in early 2011 and is an extremely effective means of disseminating information, especially in times of crisis. With the expanded capacity of the Communications Team, the Mayor's office is able to provide 24/7 access to the media on important and breaking stories, as well as enhanced efforts to disseminate routine information through a variety of channels on a daily basis.
- Capital Improvement Project Management (CIP): Coordinated oversight of the County's CIP program was one of Mayor Carvalho's visions. As the new term began in December, the mayor filled a newly-created a position for a CIP Manager to oversee these projects. A Project Information Document (PID) was initiated to document the scope and cost of each project. The Public Works Engineering Department was also tasked to begin the process of developing schedules for each of the projects. The Mayor's vision was to have an electronic filing system where project information could be easily accessed from any county computer. With the

assistance of Information Technology, the County now has established a process of tracking all of its CIP projects either proposed or in progress.

Through the use of Microsoft Projects software, the County now has identified all projects; whether or not the projects are funded and the source of funding for those projects that are funded.

Included in this program are all projects listed in the Mayor's *Holo Holo 2020* Program (discussed under "Objectives"). Although much progress was made in establishing this program, training in the use of the software, needs to expand and be provided to all departments. The goal is to be able to share the information with the public once completed.

### **Special Projects**

The following special projects were given focus by the Office of the Mayor during fiscal year 2011:

- *Holo Holo 2020* Plan: Mayor Bernard P. Carvalho, Jr., created a vision for Kaua'i during his Inauguration speech on December 1, 2010 that was resounded throughout Kaua'i, the State of Hawai'i, and the mainland United States. The vision called *Holo Holo 2020*, call for all organizations, businesses, residents and visitors on Kaua'i to be part of creating an island that is sustainable, values our native culture, has a thriving and healthy economy, cares for all--keiki to kupuna, and has a responsibility and user-friendly local government.

In a visionary sweep around the island (from Kē'e Beach to Kokee), the Mayor's speech listed 38 projects which, when realized, will bring us to the realization of *Holo Holo 2020*. Over the next four years, the Mayor will be tracking progress on these projects, and will illuminate that progress through use of the *Holo Holo 2020* logo, which was developed pro-bono by Roger Jacobs and Emily Miller of DSI. A link to the video of the Mayor's speech, along with a list of the projects and implementation progress can be found on the Mayor's homepage: [www.kauai.gov/mayor](http://www.kauai.gov/mayor).

From January through June 2011, the Mayor presented his *Holo Holo 2020* Vision to dozens of community organizations, businesses and individuals on Kaua'i including labor organizations, school principals and administrators, Kaua'i Community College personnel, Rotary Clubs, community organizations, business organizations and more. The goal is to create the individual ownership and partnership that will be necessary for such a broad and comprehensive vision to be realized.

During the budget process for fiscal year 2012 (FY12), the Mayor created a listing of each project and where funding for implementation was provided. This document can also be found on the Mayor's webpage ([www.kauai.gov/mayor](http://www.kauai.gov/mayor)).

- At a time when “Sustainability” is top of mind in the public and private sector, the Mayor’s Office contracted with consultant Ken Stokes to offer specialized training for department heads, deputies and other key management personnel through and to begin the process of measuring the County’s carbon footprint. The Mayor also worked with the Council to include in the FY12 budget a new position of “Sustainability Manager” which will coordinate all County sustainability efforts moving forward, as well as interface with other sectors and the public at large to create a more sustainable island home in the years to come.
- County Documents Online: In keeping with the goal of transparency, the County Operating Budget was posted an accessible through the County of Kaua’i website. Agendas and minutes of the various Boards and Commissions are posted online as well.
- Furlough Friday Force (FFF): When furloughs were implemented in July 2011, the Mayor launched a unique program to offer resources to the community for worthy projects on furlough days. On a volunteer basis, the Mayor asked his appointees to participate in projects nominated by schools and community groups that would take place on furlough Fridays. The Mayor offered a minimum of ten volunteers between the hours of 8:00 am – 12 noon, and asked the host organization to provide the work project and supplies. FFF completed five community projects between September and November 2010: preparing a school garden at Hanalei Elementary, refurbishing a playground at St. Catherine’s School (Kapa’a), assisting with set up for the E O Emalani Festival in Kokee, preparing a school garden at Kīlauea Elementary, and assisting with a recycling collection project at Kalāheo Elementary. In all, 45 County volunteers participated, logging 261 man-hours.

**FY 2010-11 Budget**

General Fund:	\$ 1,275,132	General Fund:	9.0
Grant Revenue:	\$ 0	Grant Revenue:	0.0
Total Budget:	\$ 1,275,132	Total Equivalent Personnel (E/P):	9.0



**FY 2010-11 Budget**

**Includes:**

American Red Cross	Junior Police Officers (JPO) Picnic
Employee Council	Kaua'i Concert Association
Employee Newsletter	Kaua'i Planning & Action Alliance (KPAA)
Employee Service Awards	Lights on Rice Street
Festival of Lights	Sister Cities
Junior Police Officers (JPO) Picnic	Youth Congressional Intern
Kaua'i Concert Association	Kaua'i Marathon

**Other projects that impact program objectives are:**

Summer Youth Employment Program	Speeches/Proclamations/Commendations
Public Information: Press/News Media	Development/Educational Training
- Media	Leadership Kaua'i
- Video Production Service	Get Fit Kaua'i Mayor-a-thon
- Mayor's Report – "Together We Can"	
- Hawai'i Stream Live Webcasting	
- Facebook	

**Special Projects:**

American Heart Association	Charity Walk
Blood Bank	Group tours of the Lihu'e Civic Center
Retired Senior Volunteer Program	Ka Ala Hele Makalae

**Events:**

Culture and the Arts	Sports
Festivals	Education, Business Partnerships

**Community and Organization Participation:**

Contractors Association Kaua'i	Chamber Roundtable
Kaua'i Workforce Investment Board	Kaua'i Economic Development Board
Kōloa Plantation Days	Kaua'i County Farm Bureau

**Boards and Commissions:**

Board of Appeals  
 Board of Ethics  
 Board of Review  
 Board of Water Supply  
 Charter Review Commission  
 Cost Control Commission  
 Fire Commission  
 Historic Preservation Review Commission  
 Liquor Control Commission  
 Planning Commission  
 Police Commission  
 Public Access, Open Space & Natural Resources Preservation Fund Commission  
 Salary Commission

**Advisory Committees:**

Arborist Advisory Committee  
 Bikeway/Walkway Advisory Committee  
 Committee on the Status of Women  
 Kekaha Host Community Benefit Citizens Advisory  
 Committee  
 Mayor's Advisory Committee for Equal Access (MACFEA)  
 Mayor's Advisory Committee on Landfill Siting  
 Mayor's Crime Task Force Committee  
 Mayor's Youth Advisory Committee  
 Visitor Aloha Society

**IV. Program Measures***Resources (General Fund)*

<b>Expense Type</b>	<b>FY 2009 Actual</b>	<b>FY 2010 Actual</b>	<b>FY 2011 Actual</b>
Equivalent Personnel (E/P)	11.0	10.0	9.0
Salaries and Wages	\$806,704	\$710,520	\$716,152
Operations	\$770,549	\$742,068	\$559,531
Equipment	\$14,000	\$2,000	\$ 551
<b>Program Total</b>	<b>\$1,591,343</b>	<b>\$1,454,588</b>	<b>\$1,275,132</b>

*Personnel Position Summary*

<b>Position Title</b>	<b>FY 09 Appropriated</b>	<b>FY 10 Appropriated</b>	<b>FY 11 Appropriated</b>
Mayor	1.0	1.0	1.0
Administrative Assistant / Managing Director (Eff. 12/10)	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0
Executive Assistant to the Mayor	1.0	2.0	2.0
Executive Secretary to the Mayor	1.0	1.0	1.0
Public Information Officer	1.0	1.0	1.0
Information Specialist	1.0	0.0	0.0
Private Secretary to the Administrative Assistant	1.0	1.0	1.0
Staff Services Assistant	1.0	1.0	1.0
Boards & Commissions Support Clerk	2.0	0.0	0.0
Secretary	1.0	0.0	0.0
Anti-Drug Coordinator *	1.0	1.0	0.0
<b>TOTAL</b>	<b>11.0</b>	<b>10.0</b>	<b>9.0</b>

\* position transferred to Boards & Commissions

Equivalent Personnel (E/P) = Full-time equivalents of full- and part-time personnel.

**I. MISSION STATEMENT**

We seek to redefine public service by creating an Office that is committed to *Service, Excellence, and Teamwork (SET)* and focused on:

1. Improving internal procedures and practices to enhance the level of service to Board and Commission members and the public;
2. Conducting trainings to assist Boards and Commissions fulfill their responsibilities and facilitate effective decision making; and
3. Raising public awareness and understanding about the role and functions of the various Boards and Commissions to ensure transparency.

**II. GOALS**

**Fiscal Year 2010-2011**

1. Beginning January 1, 2011, consistently post all meeting agendas, agenda items, and minutes prepared by the Office of Boards and Commissions on the County website in a timely manner to ensure public accessibility and transparency.

**Status: Goal achieved**

2. By March 31, 2011, complete the recruitment/appointment process for continuing and new mayoral Board and Commission members.

*(Note: The 90-day hold over period for existing members ends on March 31<sup>st</sup>.)*

**Status: Goal Partially Achieved**

3. By June 30, 2011, develop an internal Office Procedures Manual to foster staff cooperation and improve operational services as well as the quality and consistency of the work produced and completed by the Office of Boards and Commissions.

**Status: Goal Achieved**

4. By June 30, 2011, develop a survey that evaluates the quality of service provided to Board and Commission members.

**Status: Goal Achieved**

5. By June 30, 2011, conduct a minimum of four (4) trainings to improve the knowledge and skills of Board and Commission members and staff.

*(Note: Each training session should receive an overall participant evaluation rating of 4-points on a 5-point scale.)*

**Status: Goal Achieved**

**Fiscal Year 2011-2012**

1. By December 31, 2011, develop and implement a revised Job Performance Report (JPR) that evaluates each employee's work performance, based on the core philosophy and values of the Mission Statement – Service, Excellence and Teamwork.

2. By March 31, 2012, complete the recruitment/appointment process for continuing and new mayoral Board and Commission members.  
*(Note: The 90-day hold over period for existing members ends on March 31<sup>st</sup>.)*
3. By April, 2012, initiate a review and recommend revisions to the “Rules of Administrative Practices and Procedure” for the various Boards and Commissions to update, clarify, and provide consistency as may be applicable.  
*(Note: It is anticipated that this process will take 2-years and be completed in 2015.)*
4. By June 30, 2012, improve training coordination with other county departments and individually or jointly conduct a minimum of six (6) trainings to improve the knowledge and skills of Board and Commission members and staff.  
*(Note: Each training session should receive an overall participant evaluation rating of at least 4.2 points on a 5-point scale.)*

### **III. PROGRAM DESCRIPTION**

The Office of Boards and Commissions oversees 14 boards, commissions, and 2 advisory committees that are comprised of 113 volunteer commissioners and board and committee members who make critical decisions about key County functions and operations. Volunteers who serve on Kaua'i County boards and commissions are the best in their fields, local leaders, and valuable, knowledgeable resources. They give an extraordinary amount of time to serve in these roles each year and make both personal and professional sacrifices to do so. Because of this and the weight of their responsibilities to our community, they are among Kauai's treasures.

The County of Kaua'i Office of Boards and Commissions was established by an amendment to the Kaua'i County Charter in 2006 to provide administrative and operational support by facilitating the development of procedures, policies, directives, contracts, and agreements to support the various County Boards and Commissions.

The Office assists the Mayor with the recruitment of members for appointment to Boards and Commissions and assists in the compilation of information, documents, and data deemed necessary for effective performance. It provides clerical support to select Boards and Commissions and acts as a communications liaison between such Boards and Commissions and the various County departments and agencies to ensure that the informational needs are addressed in a timely fashion.

The Office is also responsible for planning, developing and coordinating orientation and training programs for Board and Commission members regarding their powers, duties, functions and responsibilities under the Charter including but not limited to applicable State and County ethics laws and the State Sunshine Law.

In 2008, the responsibilities of the Office of Boards and Commissions were expanded to include coordination and oversight of the County Administration's activities and efforts at the State Legislature and the Hawai'i Council of Mayors (HCOM).

**IV. PROGRAM MEASURES – ACCOMPLISHMENTS**

1. All meeting agendas, agenda items, and minutes prepared by the Office of Boards and Commissions are being posted on the County website in a timely and consistent manner to ensure public accessibility and transparency.
2. A draft internal Office Procedures Manual was completed on March 31, 2011. The draft is currently under review to ensure consistency with the actual work production.
3. The Office has prepared a survey to evaluate the quality of service being provided to Board and Commission members that will be initiated in the 2<sup>nd</sup> Quarter of the 2011-2012 Fiscal Year.
4. The Office was only partially successful in filling all Board and Commission vacancies by March 31, 2011. Because of difficulty in finding a qualified appointee, the vacancy on the Board of Appeals requiring a licensed Engineer/Architect was not filled until June, 2011. Additionally, the vacancy in Lihue-Hanamā'ulu district seat on the Open Space Preservation Review Commission was not filled until June, 2011, and the Wailua-Kapa'a district seat still remains vacant.
5. The County's contract with Granicus was successfully extended for another year to provide continuing live streaming and captioning services for meetings of the County Council and Planning and Police Commissions as well as the Mayor's "Together We Can" show.
6. The Office hosted the 2<sup>nd</sup> annual Volunteer Appreciation event in which Mayor Carvalho proclaimed April 27, 2011 as Boards and Commissions Volunteer Day. Additionally, the Office provided minute taking and transcription support at four (4) Board of Water Supply meetings.

**Training Programs**

During Fiscal Year 2010-2011, the Office of Boards and Commissions exceeded its goal by conducting a total of 5 training sessions. Each training session received very good evaluation scores from the attendees that included 61 Board and Commission members and 44 County personnel, who rated each session on a scale of 1-5 points as outlined below:

Course Description	Attendance	Avg. Score
Uniform Information Practice Act - July 15, 2010	21	4.5
Effective Meeting Management – February 23, 2011	17	4.5
Orientation for Board & Commission Members – March 9, 2011	22	4.4
Basic Parliamentary Procedure – April 5, 2011	22	4.4
The State of Hawai'i Sunshine Law – June 7, 2011	23	4.8
Total Attendance	105	

**Arborist Advisory Committee**

The County Arborist Advisory Committee advises the County Council in determining “exceptional trees” that need to be preserved for posterity based on its historical or cultural value, aesthetic quality, endemic status, age, rarity, location, or size.

Members	Appointment Period	Term
Dr. David Lorence – Chair (National Tropical Botanical Gardens representative)	Indefinite	Standing Member
Dee Crowell (County Planning Dept. representative)	Indefinite	Standing Member
Dan Kawika Smith (State Division of Forestry representative)	Indefinite	Standing Member
Lawrence Borgatti	12/01/10 – 11/30/14	Coterminous with Mayor
Laurie Ho	12/01/10 – 11/30/14	Coterminous with Mayor

<b>Meetings Held</b>		
<u>Regular Session</u>	<u>Executive Session</u>	<u>Special Session</u>
1	0	0

<b>Trees Nominated For Exceptional Status</b>		
<u>Nominated Tree(s)</u>	<u>Approved</u>	<u>Denied</u>
0	0	0

<b>Trainings Attended</b>	
Uniform of Information Practice Act – July 2010	2 Members
Orientation for Board & Commission Members – March 2011	1 Member

**Board of Ethics**

The Board of Ethics initiates, receives, hears and investigates violation complaints of the Code of Ethics, renders advisory opinions or interpretations with respect to application of the Ethics Code, and examines all Disclosure Statements for possible conflicts of interest. It may also, on its own, file impeachment proceedings in the Circuit Court.

Commissioners	Appointment Period	Term
Paul Weil, Chair	01/01/09 – 12/31/11	2 <sup>nd</sup>
Mark Hubbard, Vice Chair	01/01/11 – 12/31/13	2 <sup>nd</sup>
Warren Perry, Secretary	01/01/10 – 12/31/12	1 <sup>st</sup>
Kurt Akamine	01/01/11 – 12/31/13	1 <sup>st</sup>
Kathleen Clark	01/01/10 – 12/31/12	Partial
Brad Nagano	01/01/11 – 12/31/13	1 <sup>st</sup>
Vacant	01/01/12 – 12/31/14	1 <sup>st</sup>

*(Note: Seat kept vacant to properly realign the staggering of terms.)*

	<b>Meetings Held</b>		
<u>Regular Session</u>	<u>Executive Session</u>	<u>Special Session</u>	
10	3	0	

<b>Advisory Opinions and Complaints</b>	
<u>Opinions Issued</u>	<u>Complaints Rec'd</u>
10	2

**Trainings Attended**

Orientation for Board & Commission Members 1 Member

**Charter Review Commission**

Charter Review Commission studies and reviews the operation of the County government. The commission may propose amendments or a new Charter to the voters at any general or special election which it deems necessary or desirable. Commencing in 2006, the Charter Review Commission was granted the authority to study and review the operations of the County government for a period of ten years.

Commissioners	Appointment Period	Term
Sherman Shiraishi, Chair	01/01/09 – 12/31/11	2 <sup>nd</sup>
Charles Stack, Vice Chair	01/01/11 – 12/31/13	1 <sup>st</sup>
Mary Lou Barela	01/01/10 – 12/31/12	1 <sup>st</sup>
Joel Guy	01/01/10 – 12/31/12	1 <sup>st</sup>
Ed Justus	01/01/11 – 12/31/13	1 <sup>st</sup>
Carol Suzawa	01/01/09 – 12/31/11	1 <sup>st</sup>
Jan TenBruggencate	01/01/10 – 12/31/12	1 <sup>st</sup>

*(Note: The Charter Review Commission prepares a written summary report of its activities after each General Election.)*

	<b>Meetings Held</b>		
<u>Regular Session</u>	<u>Executive Session</u>	<u>Special Session</u>	
9	0	0	

**Charter Amendment Proposals**

<u>Amendments Proposed</u>	<u>Election Results</u>
7	6 passed / 1 failed

**Trainings Attended**

Effective Meeting Management – February 2011 1 Member  
 Orientation for Board & Commission Members – March 2011 1 Member  
 Basic Parliamentary Procedure – April 2011 1 Member  
 The State Sunshine Law – June 2011 1 Member

**Committee on the Status of Women**

The County Committee on the Status of Women coordinates and schedules events regarding the status of women on Kauai and in conjunction with the State Commission on the Status of Women works for equality for women and girls by acting as a catalyst for positive change

through collaborative programs, advocacy, and education. The Committee was provided an annual operating budget of \$2,500 from the Office of Boards and Commissions.

Members	Appointment Period	Term
Charlene Castor, Chair	01/01/11 – 12/31/14	2 <sup>nd</sup>
Jade Battad, Treasurer	01/01/11 – 12/31/14	2 <sup>nd</sup>
Linda Marie Bothe, Secretary	01/01/09 – 12/31/12	2 <sup>nd</sup>
E. Kanani Alapa	01/01/11 – 12/31/14	2 <sup>nd</sup>
Savita Agarwal	01/01/11 – 12/31/14	1 <sup>st</sup>
Regina Carvalho	01/01/08 – 12/31/11	1 <sup>st</sup>
Cherie Mooy	01/01/08 – 12/31/11	1 <sup>st</sup>
Anne Punohu	01/01/11 – 12/31/14	2 <sup>nd</sup>
Lisa Ellen Smith (Ex-officio & non-voting)	Gubernatorial Appointee	

*(Note: Pursuant to Sec. 367-4, HRS, the Kaua'i representative to State Commission on the Status of Women serves in an ex-officio non-voting capacity.)*

### Meetings Held

Regular Sessions

8

Special Sessions

0

### Trainings Attended

Orientation for Board & Commission Members – March 2011	2 Members
Basic Parliamentary Procedure – April 2011	1 Member
The State Sunshine Law – June 2011	1 Member

### Events/Conferences Sponsored or Attended

Women's Health Month -September 2010	150 Participants
Governor's Conference - September 2010	2 Members/2 Students
Equal Pay Day for Women - April 2011	7 Members

*(Note: Women's Health Month was sponsored by the Committee on the Status of Women.)*

### Cost Control Commission

The Cost Control Commission reviews personnel costs, real property taxes, travel budgets, and contract procedures; eliminates or consolidates overlapping or duplicate programs and services, scrutinizes for reduction of any County operation, and publishes a written summary of its recommendations at the end of each calendar year.

Commissioners	Appointment Period	Term
Sandi Sterker, Chair	01/01/09 – 12/31/11	2 <sup>nd</sup>
Dirk Apao, Vice Chair	01/01/10 – 12/31/12	1 <sup>st</sup>
Lawrence Chaffin, Jr.	01/01/11 – 12/31/13	1 <sup>st</sup>
Linda Faye Collins	01/01/09 – 12/31/11	Partial
Brant Fuchigami	01/01/11 – 12/31/13	1 <sup>st</sup>
Glen Takenouchi	01/01/11 – 12/31/13	1 <sup>st</sup>
Laurie Yoshida	01/01/10 – 12/31/12	Partial

<u>Regular Session</u>	<b>Meetings Held</b> <u>Executive Session</u>	<u>Special Sessions</u>
8	0	0

**Trainings Attended**

Uniform Information Practice Act – July 2010	1 Member
Effective Meeting Management – February 2011	1 Member
Orientation for Board & Commission Members – March 2011	2 Members
Basic Parliamentary Procedure – April 2011	1 Member
The State Sunshine Law – June 2011	1 Member

**Fire Commission**

Fire Commission appoints and removes the Fire Chief, reviews rules for the administration of the Fire Department, reviews the annual budget prepared by the Fire Chief and makes recommendations to the Mayor and the County Council. It also hears citizen complaints regarding the department or its personnel and recommends appropriate corrective action to the Chief.

Commissioners	Appointment Period	Term
Basilio Fuyertes, Chair	01/01/10 – 12/31/12	2 <sup>nd</sup>
Wayne Mukai, Vice Chair	01/01/09 – 12/31/11	2 <sup>nd</sup>
Guy Croydon	01/01/11 – 12/31/13	2 <sup>nd</sup>
Linda Kaauiwai-Iwamoto	01/01/10 – 12/31/12	2 <sup>nd</sup>
Darnney Proudfoot	01/01/11 – 12/31/13	2 <sup>nd</sup>
Jan Rudinoff	01/01/10 – 12/31/12	2 <sup>nd</sup>
George Simpson	01/01/09 – 12/31/11	2 <sup>nd</sup>

<u>Regular Sessions</u>	<b>Meetings Held</b> <u>Executive Sessions</u>	<u>Special Sessions</u>
11	3	0

**Trainings Attended**

Effective Meeting Management – February 2011	1 Member
Orientation for Board & Commission Members – March 2011	3 Members
Basic Parliamentary Procedure – April 2011	1 Member
The State Sunshine Law – June 2011	1 Member

**Police Commission**

The Police Commission appoints and removes the Police Chief and oversees matters relating to the goals and aims of the Police Department. It reviews the annual budget prepared by the Chief and may make recommendations thereon to the Mayor. It also receives, considers and investigates charges brought by the public against the conduct of the Department or any of its members and submits a written report of its findings to the Police Chief within 90 days.

Commissioners	Appointment Period	Term
Charles Iona, Chair	01/01/11 – 12/31/13	1 <sup>st</sup>
Ernest Kanekoa, Vice Chair	01/01/10 – 12/31/12	1 <sup>st</sup>
Bradley Chiba	01/01/10 – 12/31/12	Partial
Randall Francisco	01/01/11 – 12/31/13	1 <sup>st</sup>
Thomas Iannucci	01/01/09 – 12/31/11	2 <sup>nd</sup>
Alfredo Nebre, Jr.	01/01/09 – 12/31/11	2 <sup>nd</sup>
James R. O'Connor	01/01/10 – 12/31/12	1 <sup>st</sup>

**Meetings Held**

Regular Sessions  
12

Executive Sessions  
12

Special Sessions  
0

**Complaints**

Complaints Rec'd  
24

Sufficient<sup>(1)</sup>  
3

Insufficient<sup>(2)</sup>  
17

Rejected<sup>(3)</sup>  
1

Pending  
3

<sup>(1)</sup>Adequate evidence to prove the complaint

<sup>(2)</sup>Inadequate evidence to prove the complaint

<sup>(3)</sup>Improperly filed complaint

**Trainings Attended**

Uniform Information Practice Act – July 2010

3 Members

**Events/Conferences Sponsored or Attended**

Hawai'i State Police Commissioners Conference – May 2011

8 Members

Hawai'i State Law Enforcement Conference – September 2011

25 Participants

*(Note: The Hawai'i State Law Enforcement Conference was sponsored by the Police Commission.)*

**Salary Commission**

The Salary Commission reviews and establishes the salaries of all elected officials and appointed officers of the County and adopts policies governing the salary setting decisions.

Commissioners	Appointment Period	Term
Robert Crowell	01/01/11 – 12/31/13	2 <sup>nd</sup>
William Dahle	01/01/10 – 12/31/12	1 <sup>st</sup>
Randy Finlay	01/01/09 – 12/31/11	Partial
Trinette Kauai	01/01/09 – 12/31/11	2 <sup>nd</sup>
Charles G. King	01/01/09 – 12/31/11	Partial
Sheri Kunioka-Volz	01/01/11 – 12/31/13	1 <sup>st</sup>
Michael Machado	01/01/10 – 12/31/12	1 <sup>st</sup>

**Meetings Held**

Regular Sessions  
3

Executive Sessions  
0

Special Sessions  
0

**Trainings Attended**

Orientation for Board & Commission Members – March 2011	2 Members
Basic Parliamentary Procedure – April 2011	1 Member
The State Sunshine Law – June 2011	1 Member

**State Legislative Program**

During the 2011 Legislative Session, the County secured SPJ Consulting, Inc. to provide Legislative lobbying and bill tracking services. As a result, the Administration and the County Council were provided access to a web based tracking system that allowed all County departments to monitor any bills and/or resolutions that were of interest or concern related to their jurisdictional areas of responsibility.

To this end, the Office of Boards and Commissions facilitated the tracking of 135 bills and assisted with the submittal of 42 testimonies on behalf of the County Administration. The Office monitored bills of interest or concern for various Administrative Departments and notified them when hearings were scheduled. This enabled the Departments to submit testimony in a timely manner, although in some instances, it was not possible to meet the deadlines due to the short notice provided by the Legislature.

The Office also served as the primary point of contact for HCOM and assisted with the drafting of six HCOM sponsored bills including the preparation and submittal HCOM support testimony during the Session. The key HCOM initiative that was passed during the 2011 Legislative Session was the preservation of Counties’ proportionate share of Transient Accommodations Tax (TAT).

**Legislative Summary**

Year	Bills Monitored	Testimonies Submitted
2011	135	42
2012	To Be Determined	To Be Determined
<b>Totals</b>	<b>135</b>	<b>42</b>

*(Note: Bills introduced in the 2011 Legislative Session are automatically carried over to the 2012 Session.)*

**V. BUDGET**

Expense Description	FY 2009	FY 2010	FY 2011
Personnel (FTE)	4.0	5.0	5.0
Salaries and Wages	\$279,937	\$447,979	\$428,974
Operations	\$146,200	\$146,200	\$297,800
Equipment	\$5,000	\$5,000	\$0
Program Total	\$431,137	\$599,179	\$726,774

*(Note: The FY 2011 increase is the result of the Office assuming fiscal management for the County’s web streaming contractual services with Granicus.)*

**I. MISSION STATEMENT**

To redefine public service by creating a program that is committed to *Service, Excellence, and Teamwork (SET)* and focused on:

1. Developing a collaborative partnership with government, business, and the community to empower Kauai's residents to make the choice to be drug-free;
2. Developing local access to affordable, effective drug treatment and support that offers all a hope for a happy, productive life without drugs; and
3. Uniting the community to resist drug use, provide caring treatment and support for those affected by drug use, and support enforcement to reduce drug related crimes.

**II. GOALS**

**Fiscal Year 2010-2011**

1. By May 2011, unveil a County Wide Data Bank System, which will be the first central underage drinking statistical database in the State of Hawai'i.  
**Status: Goal Achieved.**
2. By July 1, 2011, complete Phase I of the SIF-SIG project. Ensure that all necessary reports and correspondences are submitted to the State of Hawai'i, Department of Health, Alcohol and Drug Abuse Division (ADAD).  
**Status: Goal Achieved.**

**Fiscal Year 2010-2011**

1. By September 2011, secure a one year No Cost Extension for the SPF-SIG project to continue and expand evidenced based drug prevention programs on Kaua'i.
2. By October 2011, conduct a community wide event and Drug Summit to build awareness about recovery assistance, healthy lifestyles, and treatment services.
3. By December 31, 2011, develop and implement a revised Job Performance Report (JPR) that evaluates each employee's work performance based on the core philosophy and values of the Mission Statement – Service, Excellence and Teamwork.
4. By June 2012, develop and implement an internal survey to evaluate each of the existing Anti-Drug Program Committees - Prevention, Enforcement, and Treatment & Community Integration, and based on the survey results, restructure the various Committees to better address the Kaua'i Community Drug Response Plan priorities in a more focused and coordinated manner.

### **III. PROGRAM DESCRIPTION**

The County Anti-Drug Program was established in February 2003, with the Kaua'i County Council's unanimous adoption of Resolution No. 2003-14, supporting the late former Mayor Bryan Baptiste's community-based efforts to deal with the island-wide drug problem. Shortly thereafter, the County hired its first Anti-Drug Coordinator and created the Anti-Drug Program under the Mayor's Office to educate the community, coordinate resources, secure funding, and oversee the development of a Community Drug Response Plan.

The Anti-Drug Program is responsible for planning, developing and coordinating the goals in the Kaua'i Community Drug Response Plan 2008-2013. It brings together community resources and service providers to combat and prevent substance abuse, build stronger families, and foster a healthier community. The Coordinator works with over 120 volunteers who serve on various committees -- Prevention, Enforcement, and Treatment & Community Integration. These volunteers are professionals from government, business, non-profit, and faith-based organizations.

In February 2010 the Anti-Drug Program Office was awarded a \$1.2 million Federal Strategic Prevention Framework State Incentive Grant (SPF-SIG) and serves as the lead agency on Kaua'i responsible for:

1. Administering the grant and building community capacity;
2. Developing and executing the Strategic Underage Drinking Prevention Plan;
3. Contracting with service providers to implement evidence based programs for youth 12-17 years of age and their families; and
4. Evaluating the programs to ensure compliance and continued sustainability.

### **IV. PROGRAM MEASURES - ACCOMPLISHMENTS**

1. With assistance from the County's Information Technology Division, developed the first central Underage Drinking Statistical Database in the State of Hawai'i.
2. All necessary reports and correspondence have been submitted to the State Health Department Alcohol and Drug Abuse Division in compliance with the successful completion of Phase I of the SPF-SIG project.
3. As part of its environmental strategies for Underage Drinking Prevention under SPF-SIG, the Anti-Drug Program completed the first retail store makeover in the State of Hawai'i. The project involved about 20 youth, parents, and community volunteers who removed 95% of all the alcohol advertisements at the Kujo's liquor store in Kalāheo and transformed it into a family friendly retail environment that now sells produce, hot foods, and ice cream.
4. Planned and hosted the first SPF-SIG Statewide Conference at the Kaua'i Beach Resort. Attendees included grant coordinators, specialists, and program providers from O'ahu, Maui, Big Island and Kaua'i.

5. Conducted over 25 outreach presentations with school based programs, non-profit organizations, community coalitions, committee meetings, sports clinics, health fairs, and other public venues that included over 3,000 children and adults.
6. Staff and volunteers affiliated with the Anti-Drug program participated in various training opportunities and activities to enhance their knowledge and skills as listed below:
  - Liquor Laws in the State of Hawai'i
  - Alcohol & Drug Abuse Ethics Training for Professionals
  - Effective Meeting Management
  - Current Drug Trends in Hawai'i
  - Basic Parliamentary Procedures
  - Social Media Training
7. Engaged Fujita Miura Public Relations (FMPR) to support the development of a Public Relations Plan for the Anti-Drug Program.

**Training Activities**

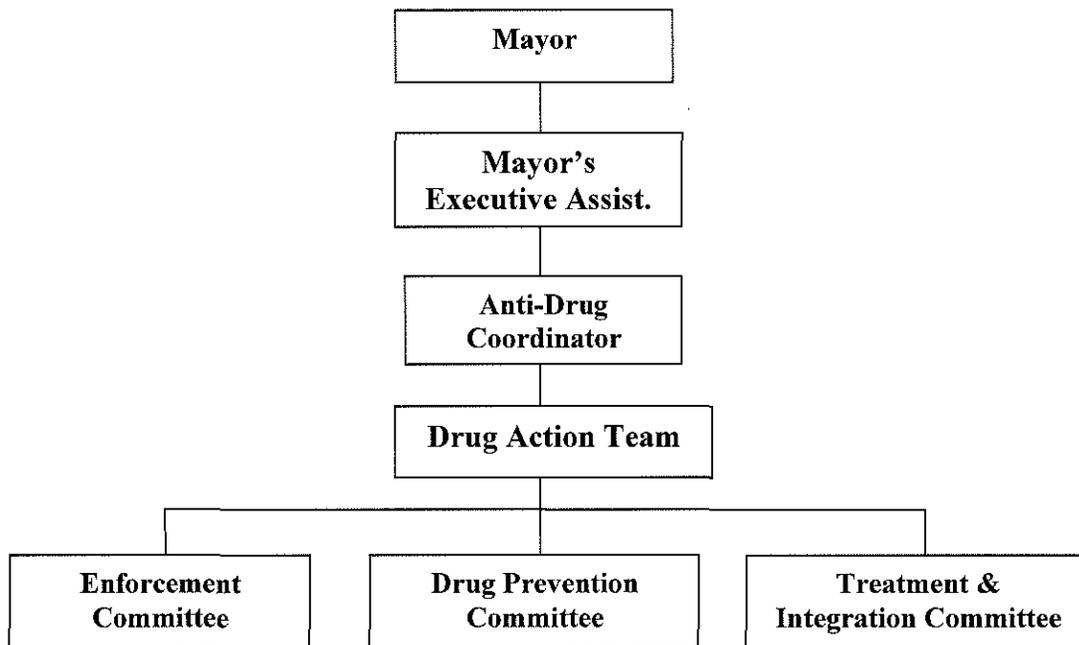
During Fiscal Year 2010-2011, the Anti-Drug Program hosted 15 training sessions for 313 County employees, community stakeholders, prevention providers, law enforcement personnel, Judiciary staff, and treatment professionals to address the objectives of the SPF-SIG project.

Course Description	Attendance
Youth Leadership Institute, Community Mobilizing For Change On Alcohol Training - July 19 & 20, August 25 & 26, and September 16 & 17, 2010	40
Cultural Competency Training - June 9, 2010	8
Importance of Evidenced Based Programs - August 13, 2010	20
Maintaining Fidelity - September 7, 2010	12
Grant Writing 101 - September 1 & 2, 2010	41
“Every 15 Minutes/Shattered Dreams” Mock Alcohol Training Exercise - October 20, 2010	27
Participant Level Survey Tool/Cross Site Survey Tool Mandatory Training - December 13, 2010	13
Community and Organizational Capacity - July 29, 2010	15
Strengthening Organization and Community Capacity for Action - August 18, 2010	12
Family and Community Asset Building for Self Sufficiency - February 22, 2011	7
Substance Abuse Prevention Specialist Training - March 14-17, 2011	27
Participant Level and Cross Site Mandatory Training – March 29, 2011	14

Course Description	Attendance
Grants Management Training - March 30-31, 2011	35
National Community Anti-Drug Coalition “ Don’t Leave Your Change to Chance” Training - June 2 & 3, 2011	22
De-Mystifying Evidence Workshop - June 17, 2011	20

**Advisory Committees**

The Anti-Drug Program Coordinator oversees and supports the effort of four (4) Advisory Committees that provide assistance in finding solutions to the drug problem and serve in an advisory capacity to the Mayor. These committees have been developed to pursue solutions in dealing with the island-wide drug problem and are comprised of representatives from government, social service agencies, judiciary, education, community, and businesses as outlined below.



**Drug Action Team**

The Drug Action Team (DAT) monitors and oversees the implementation of the goals, action steps, and timelines contained in the Kaua'i Community Drug Response Plan 2008-2013. The DAT is comprised of the Chairpersons and Vice Chairpersons from each of the three (3) Committees - Prevention, Enforcement, and Treatment & Integration. The Anti-Drug Coordinator serves as its Chair and facilitator.

**Meetings Held - 12**

### **Prevention Committee**

The Prevention Committee serves as a central body to reduce and prevent drug abuse on Kaua'i through awareness, education, and action. The Committee discusses best practices for implementing, monitoring, and coordinating funding opportunities and prevention programs that build stronger families and foster a healthier community.

In 2010, the Committee successfully responded to a \$1.2 million Federal Strategic Prevention Framework State Incentive Grant Proposal to fund and provide evidence based prevention programs on the Island of Kaua'i.

### **Meetings Held – 14**

### **Enforcement Committee**

The Enforcement Committee discusses a range of the complex issues and existing policies and laws regulating the use of drugs and alcohol. The Committee provides information and testimony to advocate for changes in laws and regulations at both the State and Local governmental levels.

As part of its efforts, the Committee submitted testimony in opposition to the several bills relating to the decriminalization of marijuana during the 2011 Legislative Session. In addition, the Committee assisted with the formulation a statewide informational brochure regarding the risks of marijuana use.

### **Meetings Held - 9**

### **Treatment & Integration Committee**

The Treatment & Integration Committee focuses on coordinating affordable and effective drug treatment and aftercare services on Kauai. The Committee also identifies statewide opportunities for improving and expanding the overall capacity and accessibility to a continuum of treatment care services.

The Committee held numerous video conferences and teleconferences with treatment providers and experts throughout the State to discuss the establishment of an Adolescent Drug Treatment Facility on Kaua'i. In addition, the Committee escorted the Mayor and others on a site visit to the Kaua'i Community Correctional Center to interview inmates regarding the development of desired services to facilitate their re-entry into the community.

### **Meetings Held - 15**

### **Prevention Program Contracts**

As part of Phase II of the SPF-SIG project, the Anti-Drug program was able to award nine (9) contracts to Kaua'i Prevention Providers totaling \$826,284 to implement evidence based programs aimed at reducing and preventing underage alcohol consumption that anticipates serving over 1,800 youth between the ages of 12-17 years and their families.

<b>Subcontractor</b>	<b>Implementation Site</b>	<b>Number of youth served</b>	<b>Contract Dates</b>	<b>Funded Amount</b>
Hale Opio	Chiefess Kamakahahei and Waimea Canyon Middle, and parents & school community	120	11/10/10 to 09/29/11	\$79,867
Hale Kipa	Community Based Outreach and Advocacy and Hawai'i Advocate Program	50	11/10/10 to 09/29/11	\$85,000
Hina Mauka	Kapa'a Middle & High, Waimea High & Canyon, Chiefess Kamakahahei, & Kaua'i High	900	11/10/10 to 09/29/11	\$97,620
Alu Like, Inc.	Boys and Girls Club in Anahola & Kanuikapono Charter School	80	02/11/11 to 09/29/11	\$39,993
Boys and Girls Club of Hawai'i	West, Central, and East School Complexes	150	02/8/11 to 09/29/11	\$125,000
Circles of Light	Waimea and Kapa'a Boys and Girls Club	300	02/8/11 to 09/29/11	\$93,531
Hale Kipa	Kapa'a High School Junior ROTC Program	120	02/8/11 to 09/29/11	\$55,273
Kaua'i Economic Opportunity	Kapa'a Middle School	40	02/8/11 to 09/29/11	\$125,000
Young Women's Christian Association of Kaua'i	Girls Zone, Girls Dayz, Girls Tech and their respective Kaua'i Youth Network Programs	100	02/8/11 to 09/29/11	\$125,000

## V. BUDGET

<b>Expense Description</b>	<b>FY 2009</b>	<b>FY 2010</b>	<b>FY 2011</b>
Personnel (FTE)	1.0	1.0	1.0
Salaries and Wages	\$87,943	\$87,943	\$81,172
Operations	\$40,000	\$40,000	\$31,000
Equipment	\$0	\$0	\$0
<b>Program Total</b>	<b>\$127,943</b>	<b>\$127,943</b>	<b>\$112,172</b>

*(Note: The budget reflects County funding only and does not include SPF-SIG personnel and/or funding.)*

**VI. HOLO HOLO 2020 PROJECT STATUS**  
**Adolescent Drug Treatment Facility**

More than four years have transpired since the initial location proposed for a Youth Treatment Center at Salt Pond was halted due to concerns regarding the potential impact that the proposed Center would have on the nearby historic salt beds.

Understanding the importance of having an Adolescent Drug Treatment Facility (ADTF) within our community so the young people affected can keep in close contact with their families, the Anti-Drug Program held four (4) town hall meetings in November 2010 at Kīlauea, Kapa‘a, Līhu‘e and Hanapēpē regarding the need for an ADTF on Kaua‘i.

After learning about the County’s desire to explore options for siting an ADTF within the Līhu‘e area, Grove Farm offered to assist by identifying possible sites provided it would not impact their long-term business plans.

As a result, the County began to explore various Grove Farm owned lands using the following criteria as a guide:

1. The site should be 3-5 acres in size – flat, not in flood prone areas, etc. (maximize usable land area and ease of construction)
2. Close to off-site infrastructure – roads, water, sewer, electricity (keep development cost down)
3. Central location – ideally within the Līhu‘e area (ease of community integration and quick access to hospital, schools, other related support services)

First, the County looked at a site next to the current Kaua‘i Humane Society location in Kipu. It was determined that although the land area was sufficient, development would be cost prohibitive for the following reasons:

1. County water service only extended out to Kaua‘i Community College;
2. Sewer service only extended out to Kukui Grove Center; and
3. The roadway connection on to Kaumuali‘i Highway would require major intersection improvements.

For this reason, the County requested that Grove Farm identify other appropriate sites in closer proximity to the Līhu‘e town core.

As a result three (3) additional sites were considered - a location in Kapaia below the Immaculate Conception Church and two (2) sites at Isenberg. Unfortunately, the useable land area on the Kapaia site was limited due to its sloping topography and there was no sewer service. Consequently, the two (2) sites in Isenberg were selected as the most feasible locations.

In addition, the County conducted a cursory review of several existing County owned facilities within Līhu‘e (the vacated Big Save space at the Civic Center and Auto Maintenance Shop Facility). In both instances, it was determined that retrofitting/renovating

these existing facilities for a treatment facility would not be feasible due to the limited surrounding land area and configuration of the existing building(s).

The land adjacent to the existing Kaua'i Community Correctional Center in Wailua was also suggested as a potential site by its landowner(s). After review, it was determined that most of this land is situated in the flood zone and prone to flooding during heavy rains.

Based on the forgoing, the Mayor announced that the County was considering siting the ADTF at one of the two parcels located within the Isenberg subdivision – TMK: 3-8-04:1 or TMK: 3-8-03:1 and followed-up the announcement with a series of community informational meetings to solicit community input.

The Mayor has now determined that TMK: 3-8-03:1 is the preferred location and has directed the Anti-Drug Program to initiate an Environmental Assessment, Feasibility Study, and Preliminary Conceptual Design to further determine and review the suitability of the land as well as the operational viability of developing an ADTF.

**I. MISSION STATEMENT**

To redefine public service by creating a program that is committed to *Service, Excellence, and Teamwork (SET)* and focused on:

1. Facilitating the County of Kauai's compliance with the American's with Disabilities Act (ADA); and
2. Ensuring access to County programs and practices to enhance the quality of life for residents and visitors of all ages and abilities.

**II. PROGRAM GOALS**

**Fiscal Year 2010-2011**

1. By May 30, 2011, develop an ADA Title I and Title II Complaint and Technical Assistance tracking system.  
**Status: In progress**
2. By June 30, 2011, provide four (4) ADA Title II Program Access trainings specific to Department/Division services.  
**Status: Achieved**
3. By June 30, 2011, develop a Training Calendar for the 2011-2012 Fiscal Year with at least six (6) scheduled trainings for County departments/employees.  
**Status: In progress**

**Fiscal Year 2011-2012**

In addition to achieving the two (2) remaining goals for Fiscal Year 2010-2011, KEAP will also proceed on the following:

1. By December 31, 2011, improve the KEAP website to make it more informational and user friendly.
2. By June 30, 2012, provide six (6) ADA trainings specific to Department/Division services as provided for in the 2011-2012 Training Calendar.
3. By October 28, 2011, develop a standardized process for evaluating and improving ADA trainings that are conducted by KEAP in the 2011-2012 Fiscal Year.

**III. PROGRAM DESCRIPTION**

The Kauai Equal Access Program (KEAP) was established in November of 1999 when the County of Kauai created an ADA Coordinator position to ensure that all County programs, policies and practices include people with disabilities.

The ADA Coordinator serves as a liaison in providing support, assistance, and training to County departments and community members to better understand Federal, State, and County laws governing the civil rights of people with disabilities. The ADA Coordinator is directly accountable to the Executive Assistant / Boards & Commissions Administrator in the Office of the Mayor.

The ADA Coordinator carries out administrative directives consistent with County policies and procedures and makes recommendations to the Mayor, the County Council, County Attorney, Department Heads, Boards and Commissions and other policy making bodies on matters affecting equality for County personnel and people in the community who have disabilities.

The ADA Coordinator provides administrative assistance and technical guidance to the thirteen (13) member Mayor's Advisory Committee for Equal Access (MACFEA). MACFEA meets every other month to assist the County of Kaua'i with an understanding of the laws affecting people with disabilities and addressing concerns regarding access to County services, facilities and activities.

#### **IV. PROGRAM MEASURES - ACCOMPLISHMENTS**

1. The goal to develop an ADA Title I and Title II Complaint and Technical Assistance tracking system is in progress with the support of the County's Information Technology Division.
2. The goal to complete an annual Training Calendar for the 2011-2012 Fiscal Year for County departments/employees is being developed and should be finalized with respective agencies no later than October 28, 2011.

KEAP personnel (ADA Coordinator) participated in various trainings, conferences, and work related opportunities:

- Quarterly Statewide ADA Coordinator planning meetings
  - 2010 Disability Access Conference
  - ADA Service Animal Training
  - Fair Housing Act Conference
  - 2010 ADA Access Standards Training
  - Day at the Capitol - Hawai'i State Council on Developmental Disabilities
  - Communication Access Conference
  - ADA Amendments Act EEOC's Final Regulations
  - Basic Parliamentary Procedure
  - State Sunshine Law
  - Complete Streets Policy Implementation Workshop
  - County of Kaua'i Housing Fair
  - Developmental Disability Legislative Forum
3. Engaged Fujita Miura Public Relations (FMPR) to support the development of a Public Relations Plan for KEAP.

**Summary of Services**

KEAP is assessing ADA relevance of twenty six (26) Holo-Holo 2020 initiatives to facilitate a more sustainable and accessible Kauai. Technical Assistance during Fiscal Year 2010-11 included:

Technical Assistance	County	Community
ADA Title I Employment – Work with employees and departments on Reasonable Accommodation requests	4 Employees	0
ADA Title II Government – Work with employees and departments on Program Modification Requests	6 Departments	0
ADA Title IV Communication Access – Support departments to ensure effective communication related to provisions for Auxiliary Aid Notices, Auxiliary Aids, & Alternate Formats	3 Departments	36 Individuals
Facility Access and Site reviews	27 Sites	3 Sites
Informational Requests & Referrals – Civil Rights Laws, Support Agencies, Accessible Parking Design, Parking Placards, Service Animals, ADA Fact Sheet and Access Guidelines	236 Requests	381 Requests
Confidential ADA Complaints	2 Employees	3 Individuals

**Training Programs**

During Fiscal Year 2010-2011, KEAP exceeded its goal by conducting six (6) training sessions that were attended by a total of 110 individuals (87 County employees and 23 Community members).

Course Description	Attendance	
	County	Community
Customer Service & Effective Communication (2 sessions for Driver Licensing Division)	12	
EEOC Final Regulation (Dept. of Personnel Services)	3	
2010 ADA /ABA Access Guidelines (2 sessions for Dept. of Public Works)	53	11
Disability Etiquette (Agency on Elderly Affairs)	15	
Title III Awareness Training (Miles Tanabe - Security )		12
911 Dispatch Communication Access (Police Dept.)	4	
<b>Total:</b>	<b>87</b>	<b>23</b>

**Mayor’s Advisory Committee for Equal Access**

MACFEA members are appointed by the Mayor to terms that are co-terminus with the Mayor pursuant to Section 6.03, Kaua’i County Charter and the MACFEA Policies.

The MACFEA membership is comprised of residents with disabilities, parents or guardians of children with disabilities, senior citizens, and people who represent agencies that support and advocate for people with disabilities and senior citizens.

Members	Appointment Period	Term
El Doi (Kaua’i Developmental Disability Council)	12/01/10 – 11/30/14	Coterminous with Mayor
Linda Nuland-Ames – MACFEA Chairperson (COK, RSVP Director)	12/01/10 – 11/30/14	Coterminous with Mayor
Rita Manriquez (State Traumatic Brain Injury Advisory Board)	12/01/10 – 11/30/14	Coterminous with Mayor
Elena Costales (Consumer, KCIL Volunteer)	12/01/10 – 11/30/14	Coterminous with Mayor
Kathy English (Hawai’i Disability Rights Center)	12/01/10 – 11/30/14	Coterminous with Mayor
Rhoda Rojas – MACFEA Vice-Chairperson (Hawai’i Centers for Independent Living – Kaua’i)	12/01/10 – 11/30/14	Coterminous with Mayor
Sharry Glass (Advocate; Teacher/Trainer)	12/01/10 – 11/30/14	Coterminous with Mayor
Lucy Miller, Ph.D. (Disability and Communication Access Board)	12/01/10 – 11/30/14	Coterminous with Mayor
Dawn Cummings (Family Advocate)	12/01/10 – 11/30/14	Coterminous with Mayor
Roberta Eiben (Consumer)	12/01/10 – 11/30/14	Coterminous with Mayor
Betty Bell (Kaua’i Federation for the Blind)	12/01/10 – 11/30/14	Coterminous with Mayor
Ana Valdez (Family Advocate)	12/01/10 – 11/30/14	Coterminous with Mayor
Laura Burman (Director, Hawai’i Red Cross)	12/01/10 – 11/30/14	Coterminous with Mayor

*(Note: Clerical support for MACFEA is provided by the Office of Boards and Commissions.)*

**Meetings Held**

Regular Session

6

Special Session

0

**Advisory Committee Recommendations**

1. Recommended that crosswalks and public transportation stops near public schools and libraries comply with the Public Rights-Of-Way and 2010 ADA Access Guidelines.

2. Recommended that Lydgate Beach Park and Kamalani Playground renovations comply with the Outdoor Developed Area Access Guidelines addressing ground surfaces. It was also recommended that the Parks and Recreation Department consider building a ramp to the Lydgate Pavilion stage area to improve access and examine the need to replace the *All Terrain Chair* at Lydgate Beach Park to provide greater access to the water for people with mobility challenges.

**Trainings Attended**

New ADA/ABA Access Guideline Training – January 2010	4 Members
Basic Parliamentary Procedure – April 2011	2 Members
State Sunshine Law – June 2011	2 Members

**V. BUDGET**

Expense Description	FY 2009	FY 2010	FY 2011
Personnel (FTE)	1.0	1.0	1.0
Salaries and Wages	\$71,946	\$83,129	\$95,174
Operations	\$30,000	\$24,810	\$23,950
Equipment	\$0	\$0	\$0
<b>Program Total</b>	<b>\$101,946</b>	<b>\$107,939</b>	<b>\$119,124</b>