

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.

IV. Special Projects

The following special projects were given focus by the Office of the Mayor during fiscal year 2013:

- 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. Progress on the Holo Holo 2020 initiatives was outlined during the

Mayor's Community Outreach Meetings in August 2012 and February 2013, in his State of the County address in March 2013, and at various speaking engagements throughout the year. A link to the video of the Mayor's Inauguration speech, along with a list of the projects and implementation progress can be found on the Mayor's homepage: www.kauai.gov/mayor.

- **County Operations Sustainability Plan:** The Mayor's "Sustainability Team" spearheaded an effort to create a plan that would guide county administration operations in an effort to reduce greenhouse gas emissions over time. Department heads and/or their designees attended a number of meetings in late 2012 and early 2013 to develop the plan, with facilitation support provided by Kaua'i Planning and Action Alliance and sustainability expert Ken Stokes. The resulting plan seeks to reduce the county's greenhouse gas emissions by 80% in the next ten years, and will be rolled out to the county workforce in the second quarter of FY14. The plan is considered a "work in progress," which will be continually updated as strategies and technologies emerge and evolve.
- **Mayor's Community Outreach:** The Mayor and his administrative team continued their regular annual outreach in FY 13, with the goal of visiting each neighborhood center and each neighborhood or community association at least once during the year. These meetings include an update on the Mayor's Holo Holo 2020 plan, along with updates on projects of islandwide and regional interest. The meetings also included general question and answers. In all, this outreach effort has been very successful in allowing each of our communities access to the Mayor and his management team at least once – and sometimes twice or more – during the year.
- **Kekaha Host Community Benefits (HCB):** The Mayor's Office provided support and oversight for the effort of nine community members from Kekaha, appointed by the Mayor to the Kekaha HCB Community Advisory Committee (CAC), to track the progress of nearly \$1 million in HCB funds that had been granted to various projects in January and May of 2012. Administrative staff worked with the proposers of the largest project – the Solarize Kekaha Project – for more than a year to create a framework for success that was accepted by the CAC in July of 2013. In FY14, the CAC is expected to embark on its second round of grant solicitations. The Mayor commends the groundbreaking work of the CAC in recommending projects that will have a significant positive impact on the community from a social, environmental and economic standpoint.
- **Implementation of the reorganization of the Department of Personnel Services (DPS) into a Department of Human Resources:** The budget changes that were made for FY13, moving nine personnel-related positions from various departments into DPS, were implemented and the department began serving as a full-service human resources agency by the fall of 2012. This transition has taken place with a zero net gain of employees, and we are already seeing tangible results. A new employee orientation program has been established, whereby the Personnel Department provides a half-day program on the first workday of every pay period (or twice a month), so that every new employee receives the same orientation and we can insure that they are exposed to a consistent and comprehensive overview of County policies and procedures. Recruitment support has been vastly improved. For example, the background investigation team of the Kaua'i

Police Department (KPD) has streamlined its processes and has worked closely with Personnel on its latest recruitment. The result is that months have been shaved off of a formerly lengthy process, including accomplishing the written test, physical readiness standardized testing, and pre-psychological testing in a single weekend. Other accomplishments this year include the centralization of various functions previously handled by individual departments, such as the maintenance of employee personnel files; the temporary disability insurance (TDI) program; exit interviews including retirements; OSHA reporting requirements; and vehicle and equipment training. In addition, there is now an established centralized electronic repository for personnel policies and forms through the SharePoint portal site.

- Endangered species probation compliance: Our 30-month probationary period closed in March 2013. Through the diligence of the County Attorney's Office, Parks and Recreation, Public Works, and to some extent every employee of the County of Kaua'i, the county was successful in completing the terms and conditions of its probation, and has been deemed by the court to be in full compliance. This was achieved without incurring additional fines.
- Paperless initiatives: The county continues to move toward creating a "paperless" environment. In FY12 the county moved to a completely on-line procurement system. In FY13, the focus was on launching an "e-plan review" (EPR) initiative. EPR enables architects, contractors and engineers to submit their building plans electronically. The plans will then be transmitted electronically to all reviewing agencies (including the State Department of Health), allowing for simultaneous review and eliminating the need for photocopying. The initiative will save the public and the County time and money, and will allow all parties to track the progress of the application on-line in real time.
- Small equipment maintenance team: We have completed the formation of a team housed in the Transportation Agency that is dedicated to small equipment repairs. This frees up our automotive repair shop to focus on vehicles, while tools and small equipment utilized by our public works and parks workers can be repaired and placed back into service much more quickly. This team was up and running by October 1, and during the first five months of operation they have completed 139 repairs. More than half of these repairs are completed within one week, and a quarter are completed within two days. Less equipment downtime translates to greater productivity for our field workers.

FY 2012-13 Budget

General Fund: \$ 1,580,045
 Grant Revenue: \$ 0
 Total Budget: \$ 1,580,045

General Fund: 10.0
 Grant Revenue: 0.0
 Total Equivalent Personnel (E/P): 10.0

I. Program Measures

Resources (General Fund)

Expense Type	FY 2011 Actual	FY 2012 Actual	FY 2013 Actual
Equivalent Personnel (E/P)	9.0	10.0	10.0
Salaries and Wages	\$ 716,152	\$ 828,546	\$ 807,259
Operations	\$ 559,531	\$ 698,880	\$ 745,786
Equipment	\$ 551	\$ 21,000	\$ 27,000
Program Total	\$1,275,132	\$1,548,426	\$1,580,045

Personnel Position Summary

Position Title	FY 11 Appropriated	FY 12 Appropriated	FY 13 Appropriated
Mayor	1.0	1.0	1.0
Managing Director (Eff. 12/10)	1.0	1.0	1.0
Administrative Aide	1.0	2.0	2.0
Executive Assistant to the Mayor	2.0	2.0	2.0
Executive Secretary to the Mayor	1.0	1.0	1.0
Public Information Officer	1.0	1.0	1.0
Private Secretary to the Administrative Assistant	1.0	0.0	0.0
Staff Services Assistant	1.0	0.0	0.0
Anti-Drug Coordinator *	0.0	0.0	0.0
Public Information Assistant	0.0	1.0	1.0
Executive Protocol Officer	0.0	1.0	1.0
TOTAL	9.0	10.0	10.0

* 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 to 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. DEPARTMENT GOALS

Fiscal Year 2012-2013

1. By June 30, 2013, complete the internal office review of the “Rules of Administrative Practices and Procedure” for the various Boards and Commissions; begin working with the legal consultant and County Attorney’s Office on recommendations.

(Note: Recommendations for revisions to the rules are anticipated to be finalized by June 2014 and brought to the various Boards and Commissions for deliberation and decision-making with Public Hearings scheduled thereafter. The process is anticipated to be complete in 2015.)

Status: Goal Partially Achieved – Internal office review has been started; the office will be working with our legal consultant in the next phase prior to getting input from all of the Boards and Commissions.

2. By March 31, 2013, 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 31st.)

Status: Status: Goal Partially Achieved – Vacancies: Salary Commission, Civil Service Commission (Unskilled/Skilled Labor), Board of Appeals (Fire Safety), Board of Review, Fire Commission, and Historic Preservation Review Commission (Planning).

3. By June 30, 2013, conduct a minimum of five (5) trainings/workshops 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.)

Status: Goal Partially Achieved - There were three (3) training seminars conducted; 1) Effective Meeting Management, 2) An Orientation for Boards and Commissions, and 3) Parliamentary Procedures. The training seminar scheduled for May 7th on Evaluating Board/Commission-Appointed Departments Heads was postponed until the Performance Evaluation form has been revised and finalized; the two (2) training seminars scheduled for August 6th on the State of Hawai‘i

Sunshine Law was cancelled due to the availability of the Training online provided by the State Office of Information Practices' (OIP) website. The three (3) training seminars received an average score of: 4.55 on a 5-point scale.

Fiscal Year 2013-2014

1. Effective July 1, 2013, the Office of Boards and Commissions will no longer purchase bottled water and will provide filtered water and a reusable water bottle for each member as one of the Office's sustainability goals.
2. By January 16, 2014, conduct two training sessions on the County Legislative Website Tracking system for all County employees.
3. By March 31, 2014, complete the recruitment/appointment process for continuing and new mayoral Board and Commission members. Strive to find the most qualified and suitable applicants, and whenever possible, strive towards gender equality. *(Note: The 90-day hold over period for existing members ends on March 31st.)*
4. By June 30, 2014, begin working with the legal consultant and County Attorney's Office on recommendations on the "Rules of Administrative Practices and Procedure" for the various Boards and Commissions. *(Note: Recommendations for revisions to the rules are anticipated to be finalized by June 2014 and brought to the various Boards and Commissions for deliberation and decision-making with Public Hearings scheduled thereafter. The process is anticipated to be complete in 2015.)*
5. By June 30, 2014, conduct a minimum of four (4) trainings/workshops 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 116 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 Kaua'i'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.

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. The Office was only partially successful in filling all Board and Commission vacancies by March 31, 2013.
3. The County's contract with Granicus, Inc. was successfully extended through December 2013 to provide continuing live streaming and captioning services for meetings of the County Council, Planning and Police Commissions as well as the Mayor's "Together We Can" show.
4. The Office hosted the 4th annual Volunteer Appreciation event in which Mayor Carvalho proclaimed April 30, 2013 as Boards and Commissions Volunteer Day.
5. In October of 2011, the Office of Boards and Commissions took over the Civil Service Commission from the Department of Personnel Services, and in May 2012, acquired the Board of Review from the Department of Finance. Effective July 1, 2013 the Office has also been assigned to attend and transcribe all Planning Commission, Historic Preservation Review Commission, and Public Access, Open Spaces, and Natural Resources Fund Commission meetings.

Training Programs

During Fiscal Year 2012-2013, the Office of Boards and Commissions conducted a total of 3 training sessions. Each training session received very good evaluation scores from the attendees that included 28 Board and Commission members, 11 County personnel, and 3 Community Advisory Committee (CAC) members, who rated each session on a scale of 1-5 points as outlined below:

Course Description	Attendance	Avg. Score
Effective Meeting Management – February 5, 2013	11	4.53
Orientation for Board & Commission Members – March 5, 2013	22	4.37
Basic Parliamentary Procedure – April 2, 2013	14	4.74
<i>Evaluating Board/Commission-Appointed Department Heads –Deferred</i>		
<i>The State of Hawai‘i Sunshine Law – Cancelled</i>		
Total Attendance	47	

Arborist Advisory Committee (AAC)

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. The County Arborist Advisory Committee shall be composed of five (5) members as follows: One (1) member shall be the head of the Kaua‘i Division of Forestry, State Land and Natural Resources, or his or her authorized delegate; one (1) member shall be an official of the National Tropical Botanical Garden, Lawai, Kaua‘i; one (1) member shall be the Planning Director of the County of Kaua‘i or his/her authorized delegate; two (2) members shall be members of the public who have been interested or engaged in horticultural beautification and recommended by one (1) or more of the following organizations: Mayor’s Beautification Task Force, Mokihana Club, Governor’s Environmental Council, the National Tropical Botanical Garden, and the State Forestry Department of Kaua‘i. Each member from the public shall be appointed to the committee by the Mayor from the list of nominees submitted by the foregoing organizations, for a term coterminous with the term of the appointing authority. Any vacancy will be filled by the Mayor from the same list of nominees.

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 (Kaua‘i Outdoor Circle)	12/01/10 – 11/30/14	Coterminous with Mayor
Laurie Ho	12/01/10 – 11/30/14	Coterminous with Mayor

Meetings Held

Regular Session

3

Executive Session

0

Special Session

0

Trees Nominated For Exceptional Status

Nominated Tree(s)

1

Approved

0

Denied

1

Trainings Attended

Orientation for Board and Commission members – March 2013

1 Member

Basic Parliamentary Procedures – April 2013

1 Member

Board of Ethics (BOE)

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.

Board Members	Appointment Period	Term
Paul Weil	01/01/12 – 12/31/14	2 nd
Mark Hubbard	01/01/11 – 12/31/13	2 nd
Warren Perry	01/01/13 – 12/31/15	2 nd
Kurt Akamine	01/01/11 – 12/31/13	1 st
Kathleen Clark	01/01/13– 12/31/15	1 st
Brad Nagano	01/01/11 – 12/31/13	1 st
Calvin Murashige	01/01/12 – 12/31/14	1 st

Meetings Held

Regular Session

12

Executive Session

12

Special Session

2

Advisory Opinions and Complaints

Opinions Issued

12

Complaints Rec'd

5-new
3-carry over

Trainings Attended

Effective Meeting Management – February 2013

1 Member

Board of Review (BOR)

The Board of Review was established in 1987 by the Kaua'i County Code, Chapter 5A. The Board of Review hears informally all disputes between the Assessor and any owner in all cases in which appeals have been duly taken. When an appeal is filed, the appellant must state the basis for the appeal as the law specifies four (4) grounds for appeal:

- 1) The assessed value of the property exceeds by more than fifteen percent (15%) the ratio assessment to market value; (part of the tax changes for 2013)
- 2) There is a lack of uniformity or inequity resulting from the use of illegal assessment methods or an error in the application of the methods;
- 3) Denial of an exemption to which you are entitled for which all requirements are met; and
- 4) The assessment methods are unconstitutional or in violation of state laws or county ordinances.

Board Members	Appointment Period	Term
Cayetano "Sonny" Gerardo	01/01/12 – 12/31/14	2 nd
Craig De Costa	01/01/12 – 12/31/14	2 nd
Russell Kyono	01/01/12 – 12/31/14	1 st
Jose Diogo	01/01/11 – 12/31/13	1 st
Benjamin E. Lizama, Jr.	01/01/12 – 12/31/12	Partial

Meetings Held

Regular Sessions

12

Executive Sessions

7

Special Sessions

0

Cases Heard	Sustained	Adjusted	Stipulations	Withdrawn	Invalid / Dismissed	Pending / Reschedule	Total
7/20/2012	3		12	2		1	18
8/31/2012			5	2	1	35**	43
10/19/2012	1		2			35**	38
11/2/2012	1	34**					35

**34 appeals by one appellant rescheduled twice along with 1 appeal by an individual

Total	5	34**	19	4	1	71 **	***134
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1/11/2013	0	0	0	0	0	0	0
2/1/2013	33		1	1		9	44

2/8/2013	3		3	9	1		16
3/1/2013	5	1	21	35	1		62
3/8/2013	10		4	7		1	22
4/5/2013		1	8	9		8	26
5/3/2013	1		6	2		1	10
5/10/2013	6	2	11	14	1	4	38

Total	58	4	54	77	3	23	219
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Charter Review Commission (CRC)

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
Patrick Stack	01/01/11 – 12/31/13	1 st
Mary Lou Barela	01/01/13 – 12/31/15	2 nd
Joel Guy	01/01/13 – 12/31/15	2 nd
Ed Justus	01/01/11 – 12/31/13	1 st
Carol Suzawa	01/01/12 – 12/31/14	2 nd
Jan TenBruggencate	01/01/13 – 12/31/15	2 nd
James Nishida	01/01/12 – 12/31/14	2 nd

Meetings Held

Regular Session
9

Executive Session
0

Special Session
0

Trainings Attended

Effective Meeting Management – February 2013

1 Member

Basic Parliamentary Procedures – April 2013

1 Member

2012 Charter Amendments

During 2011-2012, the Charter Review Commission received and considered 14 proposed amendments for the 2012 ballot of which 7 proposed amendments were sent to the ballot resulting in passage of 5 of the amendments. One additional ballot item proposed by the County Council failed to pass.

Proposal No.	Charter Section	Proposed Amendment	Election Status
#1	Sec. 1.03	Relating to the Election of County Officers	Passed
#2	Sec. 7.03	Relating to the Mayor's Compensation	Passed
#3	Sec. 22.03	Relating to Submission Requirements for Initiatives and Referendum Petitions	Passed
#4	Sec. 23.02(H)	Relating to County Board and Commission Member Terms	Failed
#5	Sec. 24.01	Relating to Submission Requirements for Charter Amendments	Passed
#6	Sec. 29.03	Relating to Salary Commission	Passed
#7	Sec. 29.05	Relating to Salary Commission	Failed

**Special Committee on County Districting
Initial Committee formed April 2012:**

As part of the commission's continuing work, the Kaua'i Charter Review Commission considered investigating possible amendments to the Charter relating to establishing County Districting for the County Council and possible changes to term limits for district seats.

The Special Committee consisted of Ms. Carol Suzawa, Chair, Mr. Ed Justus, Member, and Mr. James Nishida, Jr., Member. The scope of the committee was as follows:

1. Research, request, and arrange for experts to present information about County Districting and possible changes in Term Limits for District Seats;
2. Research and obtain written materials on the subject of County Districting and possible changes in Term Limits in District Seats; and
3. Consider public input regarding suggested changes in County Districting and possible changes in Term Limits in District Seats.

The Commission approved a motion to defer discussion on Partial Districting until after the 2012 elections and to its December 2012 meeting.

Voter Education

Pursuant to Rule 4(f) of the CRC, the CRC is responsible for proposing and implementing a voter education program to acquaint the electorate on the proposed amendments. In addition, Sections 24.02 (B) and 24.03, Kaua'i County Charter, requires the CRC to provide a legal publication in the newspaper of general circulation.

By working collaboratively with the County Office of Elections and Hagadone Printing, the Office of Boards and Commissions was able to insert and mail the proposed Charter amendment voter education informational material to all absentee voters as part of the absentee ballot mail-out process. Although Hagadone Printing assessed the Office of Boards and Commissions a nominal fee to print the informational material, there was a significant savings in additional postage charges.

The voter education information was also distributed to approximately 30,900 Kaua'i mailbox holders as a separate insert in the *MidWeek Kaua'i* publication. In addition, 1,500 copies of the voter informational material were printed in-house by the Office of Boards and Commissions and distributed to State libraries, County neighborhood centers, and polling centers throughout the Island.

The CRC also utilized other no cost methods to disseminate the Charter amendment informational material such as:

- E-mailing information to business and community organizations on Kaua'i;
- Posting amendments and voter information on the County of Kaua'i website; and
- Presentation of the amendments by Patrick Stack and Joel Guy on the Mayor's Ho'ike televised "Together We Can" talk show.

Budget

The CRC's expenses for public education and legal review and notification that were administered and funded by the Office of Boards and Commissions are summarized below:

Public Education	\$ 2,676.00
(Hagadone Printing & Midweek)	
Legal Notice	\$ 2,159.00
(The Garden Island)	
Legal Consultation	<u>\$ 5,515.00</u>
Total:	\$ 10,350.00

Civil Service Commission (CSC)

The Civil Service Commission shall consist of seven members, appointed by the Mayor and confirmed by the County Council, who shall be in sympathy with and who shall believe in the principles of the merit system in public employment; of the members appointed, one shall be selected from among persons employed in private industry in either skilled or unskilled laboring positions as distinguished from executive or professional positions.

Commissioners	Appointment Period	Term
Stephanie Ann Mililani Aranio	01/01/11 – 12/31/13	2 nd
Roy Morita	01/01/13 – 12/31/15	2 nd
Ryan de la Pena (resigned 10/19/12)	01/01/10 – 12/31/12	2 nd

Gilbert Maerina	01/01/11 – 12/31/13	2 nd
Catherine A. Adams	01/01/12 – 12/31/14	2 nd
John Low	01/01/11 – 12/31/13	1 st
Karen Matsumoto	01/01/13 – 12/31/15	1 st
Vacant		

Meetings Held

<u>Regular Sessions</u>	<u>Executive Sessions</u>	<u>Special Sessions</u>
11	11	1

During this fiscal year, the Civil Service Commission took on the oversight of the transition plan for the implementation of a Human Resources Department as recommended by the Human Resources Task Force.

The Commission also reviewed and made recommendations to the Director of Personnel Services/Human Resources on the Administrative Policies & Procedures for Performance Evaluation for Appointees.

Additionally, the Commission commenced the process of implementing procedures to hire a Director of Personnel Services/Human Resources to be in place by year-end 2013.

Appeals Filed

The Commission received 3 informal complaints which resulted in reviewing the Department of Personnel Services' policies and procedures as pertained to each instance and/or referred the matter for Administrative Review.

Trainings Attended

Orientation for Board and Commission members – March 2013 1 Member

Committee on the Status of Women (CSW)

The County Committee on the Status of Women coordinates and schedules events regarding the status of women on Kaua'i, 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 \$2,000 from the Office of Boards and Commissions.

Members	Appointment Period	Term
Charlene Castor	01/01/12 – 12/31/15	2 nd
Jade Battad	01/01/11 – 12/31/14	2 nd
E. Kanani Alapa (<i>resigned 3/19/13</i>)	01/01/11 – 12/31/14	2 nd
Savita Agarwal (<i>resigned 2/20/13</i>)	01/01/11 – 12/31/14	1 st

Regina Carvalho	01/01/12 – 12/31/15	2 nd
Cherie Mooy	01/01/11 – 12/31/14	2 nd
Anne Punohu (<i>resigned 9/17/12</i>)	01/01/11 – 12/31/14	2 nd
Nancy Nagarkar (<i>resigned 5/17/13</i>)	01/01/10 – 12/31/13	Partial
Deslynn Jaquias (<i>replaced Anne Punohu</i>)	01/01/11 – 12/31/14	Partial
Ihilani Laureta (<i>replaced Savita Agarwal</i>)	01/01/10 – 12/31/13	Partial
Charee Watters (<i>replaced E. Kanani Alapa</i>)	01/01/11 – 12/31/14	Partial
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

9

Special Sessions

1

Events/Conferences Sponsored or Attended

Paint the Town Pink Breast Cancer Awareness walk – October 2013	6 Members
YWCA Na Wahine Alakai O' Kaua'i recognition luncheon – May 2013	5 Members
Drug Court Graduation – June 2013	2 Members

Cost Control Commission (CCC)

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	01/01/12 – 12/31/14	2 nd
Dirk Apao	01/01/13 – 12/31/15	2 nd
Lawrence Chaffin, Jr.	01/01/11 – 12/31/13	1 st
Arryl Kaneshiro	01/01/12 – 12/31/14	1 st
Glen Takenouchi	01/01/11 – 12/31/13	1 st
Laurie Yoshida	01/01/13 – 12/31/15	1 st
Joann Nakashima	01/01/11 – 12/31/13	Partial

Meetings Held

Regular Session

12

Executive Session

0

Workshop Sessions

Trainings Attended

Effective Meeting Management – February 2013	1 Member
Orientation for Board and Commission members – March 2013	1 Member

The Commission made two (2) recommendations in 2012 that were forwarded to the Administration and County Council for its consideration:

1. Recommendation to Change the Service Charge Assessed for Dishonored Checks (County Council Passed Bill No. 2443, 10/10/2012)

FINDINGS

According to the Kaua‘i County Code Section 6-5.1 Service Charge Assessed, the County of Kaua‘i shall assess and collect a service charge in the amount of \$7.50 against the maker of the check or negotiable instrument. The current fee that banks charge on the island of Kaua‘i ranges between \$20.00 and \$30.00. According to HRS Section 490:3-506.5 Charges for Dishonored Checks, the State statute allows for a fee of not more than \$30.00.

RECOMMENDATION

The Cost Control Commission recommends the County of Kaua‘i, through the Office of the Mayor, consider increasing the Service Charges Assessed for Dishonored Checks from \$7.50 to \$30.00, which is the same amount that the State of Hawai‘i charges.

2. Recommendation to Change the Real Property Minimum Tax (County Council Received for the Record, Bill No. 2444, 12/19/12)

FINDINGS

The minimum tax of \$25.00 was first implemented between the years 1975 – 1976. According to the Social Security Administration’s Cost of Living Adjustments (COLA), preconceived back then to current, the \$25.00 would essentially translate to about \$103.00 today.

For the other County jurisdictions the real property minimum tax assessed are as follows:

- Maui County – Increased from \$150.00 to \$250.00 for fiscal year 2013
- City and County of Honolulu – \$300.00
- Hawai‘i County – Tiered system in place. Most taxpayers pay the minimum tax of \$100.00; however, that amount can go as low as \$25.00 based on the property value.

Based on the Mayor’s Supplemental Budget for the Assessment and Collections Division, the average cost to the County to both assess and collect taxes on an annual basis,

including all expenses for both departments, is approximately \$71.76 per taxable parcel. The average cost does not include other support services such as the County Attorney's Office and the Deputy Director of Finance; it is strictly budgeted for the Assessments and Collections Division.

RECOMMENDATION

The Cost Control Commission recommends the County of Kaua'i, through the Office of the Mayor, consider increasing the Real Property Minimum Tax from \$25.00 to \$150.00.

Fire Commission (KFC)

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 Fuertes (<i>term ended</i>)	01/01/10 – 12/31/12	2 nd
Mike Nagano (<i>resigned 10/15/12</i>)	01/01/12 – 12/31/14	1 st
Guy Croydon (<i>resigned 1/24/13</i>)	01/01/11 – 12/31/13	2 nd
Linda Ka'auwai-Iwamoto (<i>term ended</i>)	01/01/10 – 12/31/12	2 nd
Darnney Proudfoot (<i>resigned 11/9/12</i>)	01/01/11 – 12/31/13	2 nd
Clifton "Jimmy" Miranda	01/01/13 – 12/31/15	1 st
Jesse Fukushima	01/01/12 – 12/31/14	1 st
Dan Brown (<i>replaced Mike Nagano</i>)	01/01/12 – 12/31/14	1 st
Eugene Jimenez (<i>replaced Darnney Proudfoot</i>)	01/01/11 – 12/31/13	Partial
Savita Agarwal	01/01/13 – 12/31/15	1 st
Heidy Huddy-Yamamoto (<i>replaced Guy Croydon</i>)	01/01/11 – 12/31/13	Partial

Meetings Held

<u>Regular Sessions</u>	<u>Executive Sessions</u>	<u>Special Sessions</u>
12	10	0

Trainings Attended

Effective Meeting Management – February 2013	2 Members
Orientation for Board and Commission members – March 2013	1 Members
Basic Parliamentary Procedures – April 2013	3 Members

Events/Conferences Sponsored or Attended

Fire Rescue International Conference – July 2012	1 Member
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Police Commission (KPC)

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 complaints 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 C.C. Iona	01/01/11 – 12/31/13	1 st
Ernest Kanekoa, Jr.	01/01/13 – 12/31/15	2 nd
Bradley Chiba	01/01/13 – 12/31/15	1 st
Randall Francisco	01/01/11 – 12/31/13	1 st
Donald Okami, Sr.	01/01/12 – 12/31/14	1 st
Alfredo Nebre, Jr.	01/01/12 – 12/31/14	2 nd
James R. O'Connor	01/01/13 – 12/31/15	2 nd

Meetings Held

Regular Sessions

11

Executive Sessions

11

Emergency Session

0

Special Executive Sessions

6

Complaints

Complaints Rec'd

17

Sufficient⁽¹⁾

2

Insufficient⁽²⁾

13

Not within Purview⁽³⁾

1

Pending

1

⁽¹⁾Adequate evidence to prove the complaint

⁽²⁾Inadequate evidence to prove the complaint

⁽³⁾Not within the Commission jurisdiction

Events/Conferences Sponsored or Attended

Hawai'i State Law Enforcement Conference – September 2012

7 Members

National Association for Civilian Oversight of Law Enforcement -
October 2012

1 Member

Hawai'i State Police Commissioners Conference – May 2013

6 Members

(Note: The Hawai'i Police Commissioners Conference was hosted by the Kaua'i Police Commission.)

Salary Commission (SC)

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 nd
Jo Ann Shimamoto	01/01/13 – 12/31/15	1 st
Randy Finlay	01/01/12 – 12/31/14	2 nd
Charles G. King	01/01/12 – 12/31/14	1 st
Sheri Kunioka-Volz	01/01/11 – 12/31/13	1 st
Michael Machado	01/01/13 – 12/31/15	2 nd
Vacant		

Meetings Held

Regular Sessions

4

Executive Sessions

Special Sessions

0

State Legislative Program

During the 2013 Legislative Session, the County secured JS Hawai'i Consulting, Inc. to provide Legislative lobbying and bill tracking services. In addition, the Administration procured a Bill Tracking Website from Jupiter Solutions to assist County Departments and the County Council to monitor any bills and/or resolutions that were of interest or concern related to their jurisdictional areas of responsibility. This tracking website is also utilized by the City and County of Honolulu and Maui County.

To this end, the Office of Boards and Commissions facilitated the tracking of 441 bills and assisted with the submittal of 47 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 a few instances, it was not possible to meet the deadlines due to the short notice provided by the Legislature.

Legislative Summary

Year	Bills Monitored	Testimonies Submitted
2012	124	29
2013	441	47

V. BUDGET

Expense Description	FY 2011	FY 2012	FY 2013
Personnel (FTE)	5.0	5.0	6.0
Salaries and Wages	\$428,974	\$502,128	\$482,084
Operations	\$297,800	\$318,300	\$250,928
Equipment	\$0	\$0	\$5,397
Program Total	\$726,774	\$820,428	\$831,751

I. MISSION STATEMENT:

The mission of Life's Choices Kaua'i is to prevent drug and alcohol abuse and addiction on Kaua'i; support the enforcement of county, state and federal laws dealing with drug and alcohol abuse; provide drug and alcohol treatment referrals and resources for those in need; and help rehabilitated residents rejoin the Kaua'i community as successful citizens. Life's Choices Kaua'i is overseen by Coordinator Theresa Koki.

II. DEPARTMENTAL GOALS:

Fiscal Year 2012-2013

1. By **August 2012**, conduct a community wide **Drug Summit** to start the development of an updated Kaua'i Community Drug Response Plan for the next five (5) years.
Status: *Achieved*
2. On **September 20, 2012** Host an **Annual Health & Wellness Community Health Fair** with Community Partners to celebrate National Drug & Alcohol Recovery Month. Status: *Achieved*
3. By **January 2013**, initiate a **Prescription Drug Awareness Campaign** in partnership with the Drug Enforcement Agency (DEA), Public Safety, Kaua'i Police Department, Office of the Prosecuting Attorney, physicians, and other community partners.
Status: *Achieved*
4. By **March 2013**, expand the county's data bank to include additional information regarding all drug offenses and outcomes for both youth and adults.
Status: *Achieved*
5. If the Feasibility Study shows favorable results in **April 2013**, we will award the first phase of the Architectural & Construction Management consultant contract as well as the Environmental Assessment & Land Use Planning consultant contract for the **Adolescent Drug Treatment Center**.
Status: *Achieved*
6. By **June 2013**, **restructure Advisory Committees** with new leadership for each committee, based upon feedback of the Programs Survey results, and mirroring the Boards and Commissions application process.
Status: *Achieved*

Refer to accomplishment section for details.

Fiscal Year 2013-2014

1. By **July 2013**, have new Chairs & Vice Chairs assume their role in the Mayor's Advisory Committee's on Prevention, Enforcement, Treatment & Community Integration.
2. Holo Holo 2020- Treatment and Healing Center.
 - Form a Mayor's Advisory Committee to assist with Planning.
 - Continue to work with Community Members on location.
 - Work with consultants on Land Use and Planning, and Architectural Design
3. For National Recovery Month plan and host the 7th **Annual Health & Wellness Health Fair** with Advisory Committee's and Community Partners by **September 2013**.
4. Continue the **Prescription Drug Campaign** with the following goals by **December 2013**
 - Radio PSA on misuse and abuse of prescription drugs with students/KPD/KDC.
 - Sign MOU with UH at Hilo Daniel K. Inouye College of Pharmacy for Training.
 - Partner with State and County agencies on a Prescription Drug Misuse for Kupuna
5. Debut Veterans Video created by Kauai High School's film club on **Veterans Day 2013**
6. Update the **Kauai Community Drug Response Plan** for 2013-2018 by **March 2014**.
7. Work with Advisory Committee's on Training Calendar for Continuing Education Credits. Partners in Education include:
 - UH at Hilo Daniel K. Inouye College of Pharmacy for Training
 - Hawaii Meth Project
 - Coalition for a Drug Free Hawaii

III. PROGRAM DESCRIPTION

In February 2003, the Kaua'i County Council unanimously adopted Resolution No. 2003-14, supporting the late Mayor Bryan Baptiste's community-based efforts to deal with the island-wide drug problem. Shortly thereafter, the County hired its first program 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 was renamed Life's Choices Kaua'i in 2012. In October of 2013, the program was re-assigned to the Managing Director in the Office of the Mayor, and removed from the Office of Boards and Commissions.

Life's Choices Kaua'i's program 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 more than 120 volunteers who serve on four committees: Prevention, Enforcement, Treatment and Community Integration. These volunteers are professionals from government, business, non-profit, and faith-based organizations.

IV. PROGRAM MEASURES

(X-Life's Choices Kaua'i Program-2)

ACCOMPLISHMENTS/EVALUATION

1. Applied for and received a **NO-COST EXTENSION (NCE)** for the **Strategic Prevention Framework, State Incentive Grant (SPF-SIG)** from **July 1, 2012 till September 29, 2012**. We were able to maintain a couple of staff members, and four prevention providers: Alu Like, Inc., Boys & Girls Club of Hawaii, Circles of Light, and the YWCA.
2. Attended the Community Anti-Drug Coalitions of **America (CADCA) Mid-Year Training Institute** "Ticket to Community Change". on **July 20-27, 2012** in Nashville Tennessee.
3. In **July 2012**, we met with all County Council Members to explain the process of contract awards and encumbrances for the Adolescent Treatment Center. **Feasibility Consultant: Notice to proceed sent to Families First Hawai'i Inc.**, Consultant for Feasibility Study-work to commence on **July 23, 2013** for nine (9) months.
4. Hosted the **6th Annual Drug Summit** E Ho`omau ka `ike: Continue the Awareness, Learning, Vision, on **August 9, 2012**, at the Kaua`i Marriott, to prepare for the update of the Kauai Community Drug Response Plan. **Goal 1**
5. Life's Choices Kauai Staff participated in the Mayor's Community Outreach Meetings.
 - 08/06/2012 Waimea
 - 08/13/2012 Kalāheo-presented update on Adolescent Treatment & Healing Center
 - 08/14/2012 Līhu'e
 - 08/20/2012 Kilauea
6. In Celebration of **National Alcohol and Drug Recovery Month** in **September 2012**. Life's Choices received a proclamation from the Mayor, and from the County Council, our staff and volunteers coordinated **the Sixth (6th) Annual Health and Wellness Fair**. **Goal 2**
7. On **September 28, 2012**, Life's Choices Kaua`i collaborated with the Parks and Recreation Adopt-a-Park program, Women in Need and **Kaua`i Drug Court** and participated in a **community service** project and cleaned Hanamaulu Beach Park.
8. In **October 2012** staff participated in partnership with the Office of Elderly Affairs and other community agencies in the **Na Keiki Aloha O Na `Ohana Conference** as a resource vendor. This event was held at the Kaua'i Beach Resort.
9. Represented the Mayor and provided congratulatory remarks at the **November 2, 2012, Drug Court Graduation Ceremony**. Drug Courts mission is to divert non-violent offenders to treatment and rehabilitation as an alternative to incarceration which reduces recidivism and increases community involvement.
10. Contributed in the Keiki to Career Kauai Planning with Kauai Planning and Action Alliance- "Sharing Hopes and Dreams" Community meetings, and Resilience and Life Skills Group.
11. To better understand Law Enforcement, an important component of the Life's Choices Kauai Program, Life's Choices Kaua`i Coordinator participated in the thirteen week interactive

Citizens Police Academy program designed to educate the public about KPD policies and the criminal justice system. The CPA allows the police department and interested citizens of Kaua'i to share information and ideas in an interactive and positive setting, with the goal of building relationships, increasing community involvement and reducing crime on our island. Topics included firearms, crime scene investigations, communications, police vehicles, report writing, domestic violence, and community policing. A Graduation ceremony was on **December 4, 2012.**

12. On **December 3, 4, 5, and 6, 2012**, Life's Choices collaborated with the Department of Liquor Control and participated in the Department of Education's **Winter 'Ohana Nights at Kilauea School, Chiefess Kamakahelei, Waimea High, and Kapaa Middle School.**
13. Served on the review and selection committee for the Office of Economic Development's **Feral Cat Request for Proposal in January 2013.**
14. Initiated a **Prescription Drug Awareness Campaign** in partnership with the Kauai Drug Court, Kaua'i Police Department, Office of the Prosecuting Attorney, physicians, the University of Hilo School of Pharmacy and other community partners in **January 2013.**
Goal 3.
15. Our office staff participated in the East Kaua'i Drug Prevention Coalition's **10th annual Family Summit "Nurture Your 'Ohana Every Day!"**, at Kapa'a High and Elementary School on **Saturday, February 2, 2013.**
16. Staff assisted Kauai High School with Mock Job Interviews on **February 7 & 8, 2013.**
17. On **March 2, 2013**, the staff participated in a **community service project with Kauai Drug Court** staff and clients by conducting a beach cleanup and painting the pavilions at Hanamā'ulu Beach Park. Clients planted an autograph tree donated by Kauai Nursery and Landscaping. Each client wrote their name and their clean and sober date on the tree.
18. In March of 2013 Life's Choices expanded the County's **Data Bank** to include additional information on suicide, and drug arrests for both juveniles and adults. **Goal 4**
19. Participated as a facilitator at Kaua'i High School's "**Shattered Dreams**" student retreat on **March 27, 2013.**
20. Life's Choices Kaua'i and the Hawai'i Partnership to Prevent Underage Drinking (**HPPUD**) team participated in a **Statewide Youth Leadership Convention** on Oahu at the University of Hawaii Campus during Spring Break in **March, 2013.** Two student leaders from each high school were selected to represent Kauai. One project the youth enjoyed was the sticker shock campaign that they completed in partnership with other youth, and Times Supermarkets.
21. Life's Choices Coordinator was invited to speak at the Leadership Class on the main theme- "Enable Others to Act". Provided history and update on the Holo Holo 2020 Adolescent Treatment & Healing Center.

22. In celebration of **Alcohol Awareness Month April 2012**, Life's Choices Kaua'i held various activities, including a proclamation ceremony from the Mayor. Working with the Peer Education Teachers, and PCNC Coordinators for school visits with comedian Augie T, at Kauai High and Kapaa High, followed by evening town hall meetings in Waimea & Kapaa.
23. In **April 2013** the **Access to Recovery (ATR) grant** from the State of Hawai'i, Alcohol and Drug Abuse Division (ADAD), was granted for an additional year to Treatment providers. This year more funds are available to cover additional services.
24. On **April 22, 2013**, Life's Choices Coordinator facilitated the Lihue Community Focus on the Community Health Needs Assessment for the Department of Health.
25. On **Saturday, April 27, 2013**, Life's Choices Kaua'i assisted Kaua'i Police Department (KPD) and the Drug Enforcement Agency (DEA) in the **National Drug Take Back Program**.
26. On **May 3, 2013**, for **Teen Pregnancy Prevention Month** Life's Choices Kaua'i and other partnering agencies participated at **Hale Opio's Health Fair** at Kukui Grove Shopping Center next to the "Jam Room," a popular hangout for youth.
27. In **May 2013**, Life's Choices Awarded Hale Kipa the Community Prevention Grant to Administer a **School Suspension Program**. The County received a grant from the Office of Youth Services to Sub Contract out this Service to a provider. The amount awarded this year is \$80,698.00.
28. Elections of Chairs and Vice Chairs were held at each committee meeting of Prevention, Enforcement, Treatment & Community Integration in **May 2013** in order to **restructure the Advisory Committees** with new leadership based upon feedback of the Programs Survey results: **Goal 6**.
29. Kauai Drug Court celebrated **National Drug Court Month** along with their 10th year anniversary in **May 2013**. Life's Choices coordinated a Proclamation and Photo Op for the Kaua'i's Drug Court program staff, Judiciary and the Friends of Kauai Drug Court. The Kauai Drug Court of the Fifth Circuit and throughout America, provides a great opportunity for systemic social change in the American justice system, and a great opportunity to heal families and communities. This year's theme "***Drug Courts: Where Accountability Meets Compassion***"
30. The Life's Choices Kaua'i Coordinator participated in the **Kauai Drug Court** twenty-first **Graduation Ceremony at Fifth Circuit Court on May 31, 2013**, providing certificates to the Graduates and Lei. This year, the Committee on Status of Women collaborated with Life's Choices and providing mentoring to the women, lei for graduates and food for the reception.
31. **June 2013**, continue to work with Kauai High Schools Media Club on Veterans Video. This documentary will be released on Veterans Day 2013.
32. On **June 28, 2013**, Life's Choices Kaua'i together with Women in Need participated in a **community service project with Kauai Drug Court** staff and clients along with Hui O Laka cutting back invasive plant species on the ridge next to the Kokee Museum and the

historic Kōke'e Civilian Conservation Corps Camp Cabins This community service projects assist clients in being aware of the environment and teach them restorative justice.

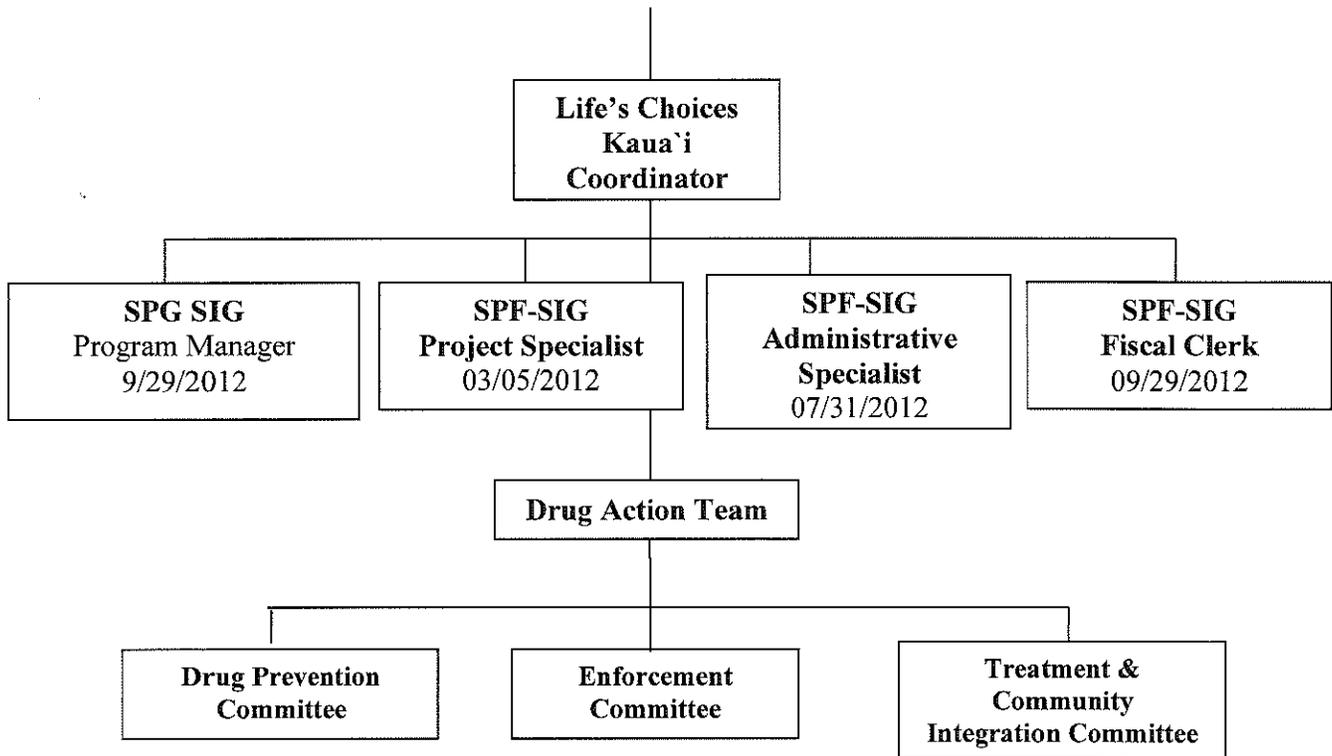
33. **June 2013 the Adolescent Treatment and Healing Center Phase I of the Feasibility Study** has been completed, concluding that there is a need for adolescent drug treatment services. Other contracts that were awarded for the center are:
 - Environmental Assessment & Land Use Planning Services: Belt Collins Hawai'i LTD.,
 - Architectural & Construction Management Services-Marc Ventura, AIA, LLC. **Goal 5**
34. In **June 2013**, Life's Choices Kauai granted **\$150,000 to Hawaii Community Foundation** to Administer the Kauai Fund to agencies who can provide pre-school and after school programs.
35. The **Final Feasibility study on the Adolescent Treatment & Healing Facility** was delivered to Administration, the Life's Choices Kauai Mayor's Advisory Committees on Prevention, Enforcement, Treatment & Community Integration and the Community in **June 2013**.

V. TRAINING ACTIVITIES:

During Fiscal Year 2012-2013, Life's Choices Kauai participated in or partnered with various organizations to bring education to stakeholders, prevention providers, law enforcement, judiciary, and treatment professionals, to address the objectives outlined in our Kaua'i Community Drug Response Plan, the Strategic Prevention Framework State Incentive Grant (SPF SIG) Underage Drinking Prevention Plan, and the Hawaii Partnership to Prevent Underage Drinking (HPPUD) Plan.

Course Description:

1. **Community Anti-Drug Coalitions of America (CADCA) Mid-Year Training Institute "Ticket to Community Change"**. On **July 20-27, 2012** in Nashville Tennessee. Attended the following courses.
 - *Advanced Environmental Strategies to Achieve Community Level Change*
 - *Substance Abuse in the 21st Century: A New Look*
 - *Considerations for Addressing Medical Marijuana*
 - *Achieving Collective Impact: How Substance Abuse Coalitions can Link and Align with Other Partnerships in the Community to Reduce Drug Use.*
 - *Tracking Rx Drug Abuse at all Levels,*
 - *Improving Police & Coalition Relationships to Impact Community Level Change*
2. **County of Kauai, Violence in the Workplace Training in July & August, 2012**
Life's Choices personnel participated in this mandatory training for all Employees.
3. **National Drug Court Institute Training** **08/01/2012-08/02/2012**
The Kauai Drug Court of the 5th Circuit hosted the NDCI 2 day Training for Judiciary personnel and included the Life's Choices Advisory Team members.



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 -9

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.

Meetings Held -10

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 County government levels.

Meetings Held - 10

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.

Meetings Held – 10

Bi-Annual Team Meetings

In addition to the regularly scheduled meetings, and in lieu of having a Drug Summit this year, the Advisory teams met together in December 17 & June 4, 2013.

At the December meeting, everyone provided an update of their agency, and shared information that they thought the Mayor should know. At the June meeting, the Feasibility Study was presented by Families First Hawaii Services, Inc., and individuals offered comments, and had an open dialogue with the consultants.

Meetings Held – 2

VII. SPECIAL PLANNING MEETINGS/PRESENTATIONS:

- HMSA-Blue Zones Project 04/29/2013
- Kapaa High School-Aquafinity Presentation 04/19/2013

VIII. OTHER MEETINGS ATTENDED:

AGENCY/COMMITTEE	# of Mtgs	Responsibility
Hawaii Partnership to Prevent Underage Drinking (HPPUD)	4	Kauai Chair
Strategic Prevention Framework State Incentive Grant (SPF SIG)	6	Kauai Chair/State Rep
Employee Council (2 Events)	8	Mayor's Rep
Keiki to Career-Resilience and Life skills Committee	4	Member
Suicide Prevention Task Force	8	Member
Kauai Juvenile Justice Crime Enforcement Coalition (KJCEC)	3	Member
Drug Court Hearings/Projects	34	Community Partner
Subcontractors/Grant Recipients and Consultant Meetings	15	Contract Manager
Community Meetings	6	Facilitator
Family Focus Group-Waimea High School	2	Community Member

IX. CONTRACTS:

CONTRACTOR	SERVICE PROVIDED	AMOUNT
Families First Hawaii Services Inc.	Feasibility Study	\$50,000.00

Belt Collins Hawai'i LTD.	Environmental Assessment & Land Use Planning Services	\$230,000.00
Marc Ventura, AIA, LLC	Architectural & Construction Management Services:	\$220,000.00
Hale Kipa Inc.	Community Prevention Program	\$80,698.00
Hawaii Community Foundation	Manage Funds for School Programs	\$150,000.00

PREVENTION PROGRAM CONTRACTS

As part of Strategic Prevention Framework, State Incentive Grant (SPF-SIG) project's second No Cost Extension (NCE), the County was able to extend contracts for staff and four (4) Kaua'i Prevention Providers to continue to implement evidence based programs aimed at reducing and preventing underage alcohol consumption for youth between the ages of 12-17 and their families.

Evidence-Based Program	Subcontractor	Estimated Costs	Timeline
Positive Action	Alu Like, Inc.	39,993.	February 11, 2010- June 30, 2012 Extended to Sept 29, 2012
SPORT	Boys and Girls	125,000	February 8, 2010- June 30, 2012 Extended to Sept 29, 2012
Too Good For Drugs.	Circles of Light	93,531.	February 8, 2010- June 30, 2012 Extended to Sept. 29, 2012
Positive Action	YWCA	125,000	February 8, 2010- June 30, 2012 Extended to Sept. 29, 2012

BUDGET

Expense Description	FY 2010	FY 2011	FY 2012	FY 2013
Personnel (FTE)	1.0	1.0	1.0	1.0
Salaries and Wages	\$87,943	\$81,172	87,943	\$87,943
Operations	\$40,000	\$31,000	\$31,000	\$190,000
Equipment	\$0	\$0	\$0	\$0
Program Total	\$127,943	\$112,172	\$118,943	\$277,943

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

X. HOLO HOLO 2020 PROJECT STATUS

Adolescent Residential Treatment & Healing Center

More than seven years has 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 Life's Choices Kaua'i 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.

A community meeting was held in Līhu'e on February 2, where the Mayor announced the siting of two parcels of land owned by Grove Farm just outside of the Isenberg community for the adolescent treatment center.

A follow up meeting regarding community concerns was held on March 3. Followed by a series of individual meetings and a briefing for the seniors on April 26.

Following a community meeting on July 26, 2011, the Mayor determined that TMK: 3-8-03:1 (site 1) is the preferred location for the Adolescent Drug Treatment Facility. The Life's Choices Coordinator issued three (3) separate Requests for Information (RFI) from prospective Consultants to determine the operational viability of developing an ADTF and further determination and review of the suitability of the land:

- Feasibility Study
- Environmental Assessment and Land Use Planning Services
- Architectural and Construction Management Services

In November, 2011 the RFI notice was published for both the Environmental Assessment and Land Use Planning Services and the Architectural and Construction Management Services. The RFI notice for the feasibility study was published in December, 2011.

A review and selection committee was formed, and a Recommendation of Award was submitted to Purchasing. After negotiations all contracts were awarded in June 2012 to these consultants:

FEASIBILITY STUDY
Families First Hawai'i Services Inc.

ENVIRONMENTAL ASSESSMENT & LAND USE PLANNING SERVICES:
Belt Collins Hawai'i LTD.

ARCHITECTURAL & CONSTRUCTION MANAGEMENT SERVICES:
Marc Ventura, AIA, LLC

In July 2012, we met with all County Council Members to explain the process of contract awards and encumbrances for the Adolescent Treatment Center.

Feasibility Consultant: Notice to proceed sent to Families First Hawai'i Inc., Consultant for Feasibility Study-work to commence on July 23 for nine (9) months.

June 2013 the Adolescent treatment and healing center Phase I of the feasibility study has been completed, concluding that there is a need for adolescent drug treatment services.

The second phase includes Service Model Options, and an assessment and recommendations for the long-term sustainability of such an operation.

The final study was delivered to Administration, the Life's Choices Kauai Mayor's Advisory Committees on Prevention, Enforcement, Treatment & Community Integration and the Community in June 2013.

I. MISSION STATEMENT

The Kauai Equal Access Program (KEAP) mission is to provide support to county programs, policies and practices to ensure compliance with the ADA and greater access to county services for people with disabilities, enhancing the quality of life for residents and visitors of all ages and abilities.

II. DEPARTMENT GOALS

Fiscal Year 2012-2013

1. By September 30, 2012, develop Training Calendar for the 2012-2013 Fiscal Year with at least six (6) scheduled trainings for County departments/employees.
Status: Achieved Seven (7) trainings were held
2. By December, 2012, develop an ADA Title I and Title II Complaint and Technical Assistance tracking system.
Status: Achieved
3. By June 30, 2013, the County of Kauai will be able to provide Video Remote Interpreting (VRI) upon request in Departments and in Meeting Rooms.
Status: Achieved

Fiscal Year 2013-2014

1. By September 30, 2013, develop Training Calendar for the 2013-2014 Fiscal Year with at least six (6) scheduled trainings for County departments/employees.
2. By June 30, 2014, County of Kaua'i departments have trained personnel be able to provide Video Remote Interpreting (VRI) upon reasonable request.
3. By March 30, 2014, County of Kaua'i will have an ADA Standard Operating Procedure guide for organizations using County property and equipment for special events open to the public.

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 would be accessible to people with disabilities.

The ADA Coordinator serves as a liaison in providing support, assistance, and training to County departments, personnel, and community members to better understand Federal, State, and County laws governing the civil rights of people with disabilities.

The ADA Coordinator position is directly accountable to 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's Office, Department Heads, Boards and Commissions and other policy-making bodies on matters affecting equal access for county personnel and people in the public 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 Kauai in its compliance with the Federal, State and County laws mandating equal access.

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 COK Information Technology (IT). We have laid the foundation to receive complaints and/or request technical assistance on line from the COK ADA Web Page. However there has been some resistance from County personnel and people in the public who have disabilities to use the website for that purpose.

Many people with disabilities don't use computers to make program modification requests, to make a complaint, or to share an access concern. Confidentiality and counsel are perceived to be more genuine in person. The current tracking system can be utilized if a complaint comes in via the COK website ADA page or in person.

2. This year KEAP provided the following ADA trainings to county employees:
 - a. ADA Communication Access Training: 7 County Employees/4 Departments
 - b. ADA Awareness, Accessibility, and EEO Training: 14 County Employees
 - c. Accessible Recreation Facilities for Special Events: 7 County Employees
 - d. KPD / 9-1-1 Dispatch and Police Recruits Training on ADA Overview and Disability Awareness: 21 Attendees

KEAP personnel (ADA Coordinator) participated in various trainings, conferences, and work related opportunities this past fiscal year, including:

- DD Council Legislative Forum
- 2010 ADA Standards for Accessible Recreation Facilities - US Access Board and DCAB
- Quarterly Statewide ADA Coordinator planning meetings hosted by the Disability and Communication Access Board (DCAB)
- Fair Housing Act Seminar - HUD & Hawai'i Civil Rights Commission
- EEO Updates & Reasonable Accommodations - Hawai'i Civil Rights Commission
- Access 9-1-1 Communication Access Conference - DCAB
- National ADA Coordinators Symposium - ADA National Network

Summary of Services

KEAP provided technical assistance during the Fiscal Year 2012/2013 for the following:

Technical Assistance	County / State	Community
ADA Title I Employment – Worked with Employees and Departments on Reasonable Accommodation requests	10 Employees	N/A
ADA Title II Government – Worked Employees and Departments on Program Modification Requests	7 Departments	N/A
Facility Access & Site reviews	19 Sites	N/A
Informational Requests & Referrals on; Civil Rights Laws, Support Agencies, Accessible Parking Design / Parking Placards, Service Animals, ADA Fact Sheets and ADA Access Guidelines	54	137
Complaints	2 Employees	4 Residents

Training Programs

During Fiscal Year 2012-2013, KEAP exceeded its goal by conducting seven (7) training sessions which were attended by a total of 49 County employees. The training sessions included the following:

- An overview of the ADA, Titles I and II
- Auxiliary Aid Notices and Provision of Accommodations to the Public
- Disability Etiquette
- Use of County Property for Special Events & ADA Compliance
- KPD 9-1-1 Dispatch & Police Recruits
- Direct Access of ASL Interpreters

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 Policy.

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	12/01/10 – 11/30/14	Coterminous

Disability Council)		with Mayor
Ellen Ching (Easter Seals)	12/01/10 – 11/30/14	Coterminous with Mayor
Betty Bell (Consumer, Kaua'i Federation for the Blind)	12/01/10 – 11/30/14	Coterminous with Mayor
Elena Costales (Chairperson, 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
Keri Russell (Director, Hawai'i Red Cross)	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 (Vice Chairperson, Consumer)	12/01/10 – 11/30/14	Coterminous with Mayor
Ana Valdez (Parent, Advocate)	12/01/10 – 11/30/14	Coterminous with Mayor
Vacant		Coterminous with Mayor
Vacant		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

COK crosswalks and public transportation stops near public schools and public libraries are recommended to comply with the Public Rights of Way and 2010 ADA Access Guidelines. (In progress)

Lydgate Beach Park and Kamalani Park renovations are recommended to comply with Outdoor Developed Area Access Guidelines addressing ground surfaces. (Completed)

It was also recommended the Parks & Recreation Department consider independent access to the Lydgate Pavilion stage area by building a ramp and to examine the need of replacing the Lydgate Beach Park 'Beach Chair' (all terrain wheelchair) to provide greater access over the

sand to the water's edge for people with mobility challenges. (A portable lift has been provided at the pavilion, and the wheelchairs have been replaced.)

V. BUDGET

Expense Description	FY 2011	FY 2012	FY 2013
Personnel (FTE)	1.0	1.0	1.0
Salaries and Wages	\$95,174	\$94,324	\$99,130
Operations	\$24,810	\$23,950	\$10,957
Equipment	\$0	\$0	\$1,001
Program Total	\$107,939	\$119,124	\$111,088