

I. Vision

Mayor Carvalho's Holo Holo 2020 vision calls for all organizations, businesses, residents and visitors on Kaua'i to be part of:

- An island that is sustainable;
- Values our native culture;
- Has a thriving and healthy economy;
- Cares for all, from keiki to kupuna; and
- Has a responsible and user-friendly local government

There are five key components to the 20-year vision for Kaua'i, as outlined in the 2000 Kaua'i General Plan.

- Caring for land, waters and culture
- Preserving our rural character
- Supporting a strong, diverse economy
- Enhancing our towns and communities
- Building, maintaining, and improving public facilities and services

Since the adoption of the General Plan, new plans and policies have been adopted by the County of Kaua'i that complements and enhances this vision:

- Increasing solid waste diversion through reduce, reuse, and recycling
- Providing multi-modal transportation alternatives
- Promoting renewable energy and reducing our reliance on fossil fuels
- Developing a range of affordable housing opportunities

II. Mission

The mission of the Office of the Mayor is to carry out the vision for Kaua'i by directing the management of all executive departments, offices, and agencies. The Office of the Mayor also serves as a liaison between the County Council and administration, supports boards and commissions, responds to citizen concerns, facilitates the County's State and Federal legislative agendas, coordinates internal communications among departments, and external communications with the general public, the State, and Federal governments.

In addition, the Office of the Mayor manages the county's capital improvement program, Life Choices office, and monitors compliance with two federal laws, the Equal Employment Opportunity (EEO) and Americans with Disability Act (ADA).

III. 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

IV. 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.

V. Special Projects

The following special projects were given focus by the Office of the Mayor during fiscal year 2014:

- 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'ē 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 2013 and February 2014, 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.

- **Adolescent Drug Treatment and Healing Center:** This is one of Mayor Carvalho's highest priority Holo Holo 2020 projects. He remains committed to insuring that our youth have a place on Kaua'i where they can access the treatment and healing they need in order to lead healthy, productive lives. The feasibility study was completed and the Mayor's Blue Ribbon Committee selected the Ma'alo location on Grove Farm lands for the Adolescent Drug Treatment and Healing Center. At the close of FY14, the Blue Ribbon Committee was developing a request for information solicitation to gain further insight into the operating model that will best serve the youth of Kaua'i and Niihau.
- **Mayor's Community Outreach:** The Mayor and his administrative team continued their regular annual outreach in FY 14, with the goal of visiting each neighborhood center 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.
- **Public Feedback on Budget Priorities:** A survey was conducted during the August/September 2013 community outreach meetings and during the Kaua'i County Farm Bureau Fair in August. Roughly 700 surveys were returned. Kaua'i residents from across all districts and age groups largely agreed that our top priorities should be improved road, facility, and park maintenance, along with improvements and expansion of the Kaua'i Bus.
- **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 more than \$1 million in HCB funds that had been granted to the program since 2008. In FY14, the CAC began the process of considering 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.
- **Employee Council:** In January 2014, to reinvigorate the Employee Council, Department Heads were asked to appoint individuals to serve on the Council. Larger departments assigned individuals from each division. There is now a newly energized Employee Council, made up of almost 30 employees, who will be hosting activities and projects throughout the year to improve employee morale, improve working relationships, and address employee concerns. The Employee Council's Issues Committee has recently identified concerns regarding morning security, bird droppings, and graffiti at the Līhu'e Civic Center.

- Sister Cities Programs:
 - Mayor Takumi Shiiki and delegation from Suo Oshima, Japan, participated in a 50th Anniversary and Reaffirmation Ceremony of Sister City relations in October 2013. The delegation also participated in the Matsuri Festival.
 - As a result of the Asian Pacific Economic Cooperation (APEC) summit, Vice Mayor Alexander Yurov from Vladivostok, Russia, visited with Mayor Carvalho to discuss a potential sister city relationship. The Vice Mayor also visited the Russian Fort in Waimea to view the on-going restoration of the area.
 - The Mayor from Iwaki City, Japan, participated in the Matsuri Festival in October 2013, and the winners of the Iwaki and Kaua'i Marathons participate in each other's races.
 - The Port Allen Buoy Project was dedicated as a tribute to Kaua'i's sister-city relationship with Iwaki City, a memorial to the devastating earthquake and tsunami of March 2011, and a marine debris educational display. This project involved installing a buoy, which drifted from Japan to Hawai'i after the disaster, and was retrieved from waters off Kaua'i by a crew from the Pacific Missile Range Facility. The display was erected at the Port Allen Marine Center, with the effort being coordinated by the Rotary Club of West Kaua'i.

- Customer Service Mission Statement: In July of 2013 an ad-hoc committee of employees who are known for providing excellent customer service was tasked with creating a Customer Service Mission Statement for the County of Kaua'i. To begin the process, all employees were asked to submit suggestions for the mission statement. The committee then considered all of the suggestions and collaborated to create the draft statement, which was presented to and approved by the Mayor. Cards and posters with the statement were designed and distributed to all departments and employees. The mission statement is included in all new employee orientations.



- Capital Improvement Program (CIP): Our CIP Manager has worked closely with key departments, Public Works, Planning, and Parks and Recreation, to develop the Six-Year CIP Report and manage our CIP program. As of February 2014, we have spent roughly \$13.4 million in CIP projects; another \$6 million is expected to be encumbered by June 30, 2014.

- Washington, D.C. Consultant: With the practice of earmarking federal funds discontinued, the Mayor's office coordinated and contracted the services of a Washington DC firm to assist in obtaining federal grants. The consultant visited and held grant review sessions on a one-on-one basis with almost every department to discuss possible programs and partnership ideas for federal grants like TIGER, COPS and SAFER and provided guidance and suggestions on applications. The consultant submits monthly status reports on legislative bills and grant opportunities. She also offers assistance on strategies that involve federal agencies and contacts Hawai'i congressional delegation for meetings and conference calls as requested. In an effort to better manage issues relating to endangered species on Kaua'i, the consultant assisted the Office of the Mayor and the Office of the County Attorney in organizing and facilitating a meeting of all Endangered Seabird Habitat Conservation Plan stakeholders and Hawai'i congressional staff. The purpose of the meeting was to clarify the status of the HCP and to discuss possible congressional assistance in working with the U.S. Division of Fish and Wildlife.

FY 2013-14 Budget

General Fund:	\$ 1,670,479	General Fund:	11.0
Grant Revenue:	\$ 0	Grant Revenue:	0.0
Total Budget:	\$ 1,670,479	Total Equivalent Personnel (E/P):	11.0

I. Program Measures

Resources (General Fund)

Expense Type	FY 2012 Actual	FY 2013 Actual	FY 2014 Actual
Equivalent Personnel (E/P)	10.0	10.0	11.0
Salaries and Wages	\$ 828,546	\$ 814,656	\$ 875,940
Operations	\$ 698,880	\$ 745,786	\$ 775,647
Equipment	\$ 21,000	\$ 27,000	\$ 18,892
Program Total	\$1,548,426	\$1,503,215	\$1,670,479

Personnel Position Summary

Position Title	FY 12 Appropriated	FY 13 Appropriated	FY 14 Appropriated
Mayor	1.0	1.0	1.0
Managing Director	1.0	1.0	1.0
Administrative Aide	2.0	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
Anti-Drug Coordinator *	0.0	0.0	1.0
Public Information Assistant	1.0	1.0	1.0
Executive Protocol Officer	1.0	1.0	1.0
TOTAL	10.0	10.0	11.0

* position transferred to Mayor's Office FY14 from Boards & Commissions Office

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 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.

Status: Goal Achieved

2. By January 16, 2014, conduct two training sessions on the County Legislative Website Tracking system for all County employees.

Status: Goal Achieved – The two trainings were held on January 7th, 2014.

Sudagar “Harry” Dhandapani of Jupiter Solutions came from O‘ahu to train the department heads and their secretaries on the use and features of the County’s legislative tracking website.

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.*)

Status: Goal Achieved – With the exception of the Plumber designation for the Board of Appeals, 19 vacancies were filled.

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.*)

Status: Goal Partially Achieved – The Planning Commission has completed their update on Rules of Administrative Practices and Procedure. The Civil Service

Commission recently started discussion on updating their Rules of Administrative Practices and Procedures.

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.)*
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 6th on Evaluating Board/Commission-Appointed Departments Heads was postponed until the Performance Evaluation form has been revised and finalized by the Department of Personnel Services. The training seminar for the State of Hawai'i Sunshine Law was offered via online training to the members at their own leisure. The three (3) training seminars received an average score of: 4.63 on a 5-point scale.

Fiscal Year 2014-2015

1. By January 16, 2015, conduct two training sessions on the County Legislative Website Tracking system for all County employees.
2. By March 31, 2015, 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.)*
3. By June 30, 2015, work with the legal consultant and County Attorney's Office on recommended revisions to the "Rules of Administrative Practices and Procedure" of the various Boards and Commissions.
4. By June 30, 2015, 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.)*
5. By June 30, 2015, implement and incorporate new sustainability initiatives provided by the Mayor's Office Green Team, "*The Green Warriors*".

III. PROGRAM DESCRIPTION

The Office of Boards and Commissions oversees 14 boards and commissions as well as 3 advisory committees comprising of a total of 116 volunteers who make critical decisions about key County functions and operations. These volunteers give an extraordinary amount of time to serve in these roles each year and make both personal and professional sacrifices to do so. 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/EVALUATIONS

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 successful in filling a total of 19 Board and Commission vacancies with the exception of the *Plumber* designation for the Board of Appeals (the Board of Appeals meets on an as needed basis and has not met in the past three years). Of the 19 appointments, 12 were female in an effort to fulfill our goal for gender equality.
3. The County's contract with Granicus, Inc. was successfully completed in January 2014 to provide 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. The contract also provides for two (1) year extensions in hopes of continuing with the program.
4. The Office hosted the 5th annual Volunteer Appreciation event in which Mayor Carvalho proclaimed April 8, 2014 as Boards and Commissions Volunteer Day.
5. The Charter Review Commission approved three charter amendment proposals for the 2014 General Election ballot.

1) **RELATING TO ARTICLE XV – DEPARTMENT OF PERSONNEL SERVICES.** "Shall the Department of Personnel Services be changed to the Department of Human Resources, with additional human resources functions?"

2) **RELATING TO SECTION 27.07 – RECALL BALLOTS.** “Shall Charter section 27.07 regarding recall ballots be amended to comply with State law and to meet voting system requirements?”

3) **RELATING TO ARTICLE XXIV – CHARTER AMENDMENT.** “Should the county be allowed to publish summaries of charter amendments in a newspaper of general circulation and the entire text on the official website of the County of Kauai?”

The voter education fact sheet will be distributed to all public libraries, neighborhood centers, Kaua‘i Community College, and other organizations such as the Kaua‘i Chamber of Commerce, Kaua‘i Economic Development Boards, Kaua‘i Visitors Bureau, and the Rotary Clubs just to name a few. The voter education fact sheet will also be available on the County’s website on the Kama‘āina home page, the Government home page, the Charter Review Commission page, and the Elections page.

6. The Boards and Commissions’ training programs offered to all volunteer members and county staff was a success with Deputy County Attorney Ian Jung facilitating the *Effective Meeting Management* training and the *Basic Parliamentary Procedure* training. *The Orientation for Board and Commission Members* was facilitated by Beth Tokioka, Attorney Mike Belles, and First Deputy County Attorney Mauna Kea Trask. The number in attendance for all training sessions nearly doubled from that of last year. This year the training programs were held at the Līhu‘e Civic Center in conference room Pi‘ikoi A/B.

Training Programs

During Fiscal Year 2013-2014, 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 58 Board and Commission members, 8 County personnel, and 2 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 4, 2014	25	4.46
Orientation for Board & Commission Members – March 4, 2014	20	4.76
Basic Parliamentary Procedure – April 1, 2014	23	4.68
<i>Evaluating Board/Commission-Appointed Department Heads –Deferred</i>		
Total Attendance	68	

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.

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
Smith, Sylvia G. (replaced Laurie HO - resigned 1/14) (Resource Conservation & Development)	12/01/10 – 11/30/14	Coterminous with Mayor

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

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

Trainings Attended	
Effective Meeting Management – February 2014	3 Members

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
Maureen Tabura (<i>replaced Paul Weil Resigned 06/2014</i>)	01/01/12 – 12/31/14	Partial
Ryan de la Pena (<i>replaced Mark Hubbard – Term expired 12/2013</i>)	01/01/14 – 12/31/16	1 st
Warren Perry	01/01/13 – 12/31/15	2 nd
Mary Tudela (<i>replaced Kurt Akamine Resigned 05/2014</i>)	01/01/14 – 12/31/16	1 st
Kathleen Clark	01/01/13 – 12/31/15	1 st
Brad Nagano	01/01/14 – 12/31/16	2 nd
Calvin Murashige	01/01/12 – 12/31/14	1 st

Meetings Held

Regular Session
12

Executive Session
9

Special Session
1

Advisory Opinions and Complaints

Opinions Issued
10

Complaints Rec'd
3

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	01/01/14 – 12/31/16	2 nd
Dorothy Bekeart (<i>Replaced Benjamin E. Lizama, Jr.</i>)	01/01/13 – 12/31/15	Partial

Meetings Held

<u>Regular Sessions</u>	<u>Executive Sessions</u>	<u>Special Sessions</u>
11	8	0

Cases Heard	Sustained	Adjusted	Stipulations	Withdrawn	Invalid / Dismissed	Pending / Reschedule	Complaints	Total
8/2/13	3			2				5
1/10/14	<i>Organizational Meeting</i>							
2/14/14			21		1		1	23
3/7/14	12		7	6		1		26
3/14/14	2		9			1		12
4/4/14	9	1	10	2		3		25
4/11/14	2		4			2		8
5/2/14	2		4			1		7
5/9/14	1	1	4	9		2		17
6/6/14	3		5			7		15
6/13/14	3	2	2	4		5		16
Total	37	4	66	23	1	22	1	154

Trainings Attended

Effective Meeting Management – February 2014	1 Member
Orientation for Boards and Commissions Members – March 2014	1 Member
Basic Parliamentary Procedures – April 2014	1 Member

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	01/01/14 – 12/31/16	2 nd
Mary Lou Barela	01/01/13 – 12/31/15	2 nd
Joel Guy	01/01/13 – 12/31/15	2 nd
Ed Justus	01/01/14 – 12/31/16	2 nd
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

<u>Regular Session</u>	Meetings Held	<u>Special Session</u>
11	<u>Executive Session</u>	0
	0	

Trainings Attended

Effective Meeting Management – February 2014	2 Members
Basic Parliamentary Procedures – April 2014	1 Member

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
Nancy Golden <i>(replaced Stephanie Ann Mililani Aranio- term expired 12/2013)</i>	01/01/14 – 12/31/16	1 st
Roy Morita	01/01/13 – 12/31/15	2 nd
Karen Matsumoto <i>(replaced Ryan de la Pena (resigned 10/19/12)</i>	01/01/13 – 12/31/15	1 st
Elizabeth Hahn <i>(replaced Gilbert Maerina – term expired 12/2013)</i>	01/01/14 – 12/31/16	1 st
Catherine A. Adams	01/01/12 – 12/31/14	2 nd
John Low	01/01/14 – 12/31/16	2 nd
Richard Jose (Skilled/Unskilled Labor)	01/01/12 – 12/31/14	Partial

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

Appeals Filed

1

During last 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 transition is still taking place and the commission receives monthly updates from the Acting Director of Personnel Services.

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

Appeals Filed

The Commission received 1 appeal for denial of reclassification by the Director. The appeal was deferred until such time the Appellant has exhausted the internal complaint procedures that are in place.

Trainings Attended

Effective Meeting Management – February 2014	1 Member
Parliamentary Procedures – April 2014	2 Members

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
Regina Carvalho	01/01/12 – 12/31/15	2 nd
Cherie Mooy	01/01/11 – 12/31/14	2 nd
Liza Trinidad <i>(replaced Deslynn Jaquias)</i>	01/01/11 – 12/31/14	Partial
Sharon Lasker <i>(replaced Ihilani Laureta)</i>	01/01/14 – 12/31/17	1 st
Kathy Lee-Crowell <i>(replaced Charee Waters)</i>	01/01/11 – 12/31/14	Partial
Edie Ignacio-Neumiller	01/01/14 – 12/31/17	1 st
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

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

Trainings Attended

Effective Meeting Management – February 2014	1 Member
Orientation for Boards and Commissions Members – March 2014	2 Members
Parliamentary Procedures – April 2014	1 Member

Events/Conferences Sponsored or Attended

Health Fair – September 2013	2 Members
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
<i>Lawrence Chaffin, Jr. – Resigned 03/2014</i>	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		
<u>Regular Session</u>	<u>Executive Session</u>	<u>Workshop Sessions</u>
12	0	

Trainings Attended

Effective Meeting Management – February 2014	2 Members
Parliamentary Procedures – April 2014	2 Members

The Commission made one (1) recommendation in 2013 that was forwarded to the Administration and County Council for its consideration:

1. Recommendation to Hire a Two-Member Litigation Team plus a Legal Clerk for the County Attorney’s Office for Fiscal Year 2014-2015.

On September 9, 2013, the Cost Control Commission voted and approved a motion to send a recommendation to the mayor to hire a two-member litigation team plus a legal clerk for the County Attorney’s office for Fiscal Year 2014-2015.

FINDINGS

According to Mr. Castillo’s letter dated August 29, 2013, in 2011, the Office of the County Attorney (OCA) saved the County of Kaua’i at least \$500,766 by doing cases in-house. In 2012, the OCA saved the county at least \$314,790 by doing cases in-house. For fiscal year 2013-2014, the county would have saved \$459,268 to date as only \$75,000 would have been allocated for special counsel because of a legal conflict.

Mr. Castillo provided information on the Maui Corporation Counsel and Big Island Corporation Counsel. Maui County has a total of sixteen (16) attorneys of which eight (8) attorneys are designated for litigation and the other eight (8) are assigned to counseling and drafting. Hawai'i County's litigation division consists of a Deputy Corp. Counsel Section Chief and six (6) attorneys out of a total of fourteen (14) attorneys. The County of Kaua'i's OCA does not have a litigation section that concentrates solely on litigation. Mr. Castillo pointed out that his neighbor island counterparts agree that the burden of litigating cases would be overwhelming if the Deputy County Attorney is assigned to do both litigation and counseling and drafting.

Stated in Mr. Castillo's previous letter dated May 6, 2013, the County of Kaua'i spent approximately \$1.3 million dollars for special counsel costs alone in fiscal year 2012–2013, and the cost for a two-member litigation team plus a legal clerk would run approximately \$350,000 - \$375,000. According to Section 28.02 of the Kaua'i County Charter, "the goal of the commission is to reduce the cost of county government while maintaining a reasonable level of public service".

RECOMMENDATION

Section 28.04 of the Kaua'i County Charter allows the commission to scrutinize for reduction any county operation. The Cost Control Commission firmly believes that hiring a two-member litigation team plus a legal clerk will save the county time and money and increase its efficiency in the County Attorney's Office.

Fire Commission (KFC)

The 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
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 Darney Proudfoot)</i>	01/01/14 – 12/31/16	1 st
Savita Agarwal	01/01/13 – 12/31/15	1 st
Heidy Huddy-Yamamoto <i>(replaced Guy Croydon)</i>	01/01/14 – 12/31/16	1 st
Bradley Maruyama <i>(replaced Linda Kaauwai-Iwamoto)</i>	01/01/13 – 12/31/15	Partial

	Meetings Held	
<u>Regular Sessions</u>	<u>Executive Sessions</u>	<u>Special Sessions</u>
12	7	0

Trainings Attended	
Effective Meeting Management – February 2014	2 Members
Basic Parliamentary Procedures – April 2014	3 Members

Events/Conferences Sponsored or Attended	
Fire Rescue International Conference – August 2013	1 Member
Presentation of Resolution in recognition of Damien Victorino, former Fire Chief – October 2013	
Hawai'i Fire Chiefs Conference – November 2013	1 Member

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	01/01/14 – 12/31/16	2 nd
Ernest Kanekoa, Jr.	01/01/13 – 12/31/15	2 nd
Mary Kay Hertog (<i>replaced Bradley Chiba - resigned 02/2014</i>)	01/01/13 – 12/31/15	Partial
Randall Francisco	01/01/14 – 12/31/16	2 nd
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	
<u>Regular Sessions</u>	<u>Executive Sessions</u>	<u>Emergency Session</u>
12	12	0

Special Executive Sessions
1

	Complaints		
<u>Complaints Rec'd</u>	<u>Sufficient</u> ⁽¹⁾	<u>Insufficient</u> ⁽²⁾	<u>Not within Purview</u> ⁽³⁾
17	2	13	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 – August 2013	2 Members
National Association for Civilian Oversight of Law Enforcement - October 2013	1 Member
Hawai'i State Police Commissioners Conference – April 2014	2 Members

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
Lenie Nishihira (<i>Robert Crowell – Term Expired 12/31/2013</i>)	01/01/14 – 12/31/16	1 st
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	01/01/14 – 12/31/16	2 nd
Michael Machado	01/01/13 – 12/31/15	2 nd
Camilla Matsumoto	01/01/12 – 12/31/14	Partial

Meetings Held

Regular Sessions
3

Executive Sessions
0

Special Sessions
0

State Legislative Program

During the 2014 Legislative Session, the County procured a Legislative 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 legislative bill tracking system 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 211 bills and assisted with the submittal of 25 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
2014	211	25

V. BUDGET

Expense Description	FY 2012	FY 2013	FY 2014
Personnel (FTE)	5.0	6.0	6.0
Salaries and Wages	\$502,128	\$482,084	\$527,922
Operations	\$318,300	\$250,928	\$219,365
Equipment	\$0	\$0	\$5,905
Program Total	\$820,428	\$831,751	\$753,192

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 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.
Status: *Achieved*
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 DesignStatus: *Started/Ongoing*
3. For National Recovery Month plan and host the 7th **Annual Health & Wellness Fair** with Advisory Committee's and Community Partners by **September 2013**.
Status: *Achieved*
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 KupunaStatus: *Achieved*
5. Debut Veterans Video created by Kauai High School's film club on **Veterans Day 2013**
Status: *Not accomplished for various reasons. New target date is October 2014*
6. Update the **Kauai Community Drug Response Plan** for 2013-2018 by **March 2014**.
Status: *Not accomplished due to lack of funding*
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 HawaiiStatus: *Achieved*

Fiscal Year 2014-2015

1. Debut **Veterans Video** created by Kauai High School's film club on October 4, 2014
2. Update the **Kauai Community Drug Response Plan** with revised mission statements, and new priorities.
3. **Holo Holo 2020- Treatment and Healing Center.**
 - Continue to meet with the Mayor's Blue Ribbon Panel
 - Continue to work with Hanamā'ulu Community Members regarding Maalo
 - Send out a Request for Information (RFI) to possible vendors
 - Work with Grove Farm and County Attorney's on MOU
4. Plan and host the **8th Annual Health & Wellness Health Fair** to celebrate National Recovery Month, Suicide Prevention Week, and Women's Health Month.
5. Plan and host the **8th Annual Drug Summit** to release the Kauai Community Drug Response Plan Update.

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

ACCOMPLISHMENTS/EVALUATION

- In **July 2013**, the new **Chairs & Vice Chairs** assumed their role in the Mayor's Advisory Committee's on Prevention, Enforcement, Treatment & Community Integration. **(Goal 1)**
- In **July**, Summer Intern Kyara Bunao updated the **Life's Choices Kauai Website** with live links to various resources and information.

- On **July 11**, KaWise Leaders met with Mr. Buley of The Garden Island Newspaper to explore the possibilities of submitting **articles regarding latest trends in school**. The following articles were submitted from July –September.
 - **Smoking Smarties by Emma Tokioka**
 - **Binge drinking by Kyara Bunao**
 - **Relaxation drinks-by Kawehi Tamashiro**
- In **July**, Jr. Guerrero of the Boys and Girls club worked with Life’s Choices Kauai Summer Intern Kyara Bunao on a **Photo Voice Project** regarding Underage Drinking Prevention.
- In **July**, Kalei`ui Hosaka and Uakea Jose of the KaWise Leaders group participated in a **Prescription Drug Prevention radio PSA** that aired on HITS99 in July and August. Both students also wrote the script for the PSA. **(Goal 4)**
- In **August 2013**, Life’s Choices Kauai processed **grant funding application of \$150,000 for preschool and after-school programs to Hawaii Community Foundation** to administer to Kaua’i organizations.
- Participated in the **Mayor’s Community Outreach Meetings**-Provided Updates on the proposed Adolescent Treatment & Healing Center. Lihue-08/13, Kalaheo-08/27, Waimea-08/29, and Waimea, 09/03.
- Presented underage drinking prevention information to **Kapaa High School’s Sr. Class** as part of their **Project Graduation/Graduation Requirement Assembly** on **August 16**.
- Visited inmates in the Lifetime Stand Program at the **Kauai Community Correctional Center** to discuss the Treatment and Community Integration Committee’s re-entry program with Mayor and Office of Economic Development Workforce on **August 30**.
- On September 18, a proclamation ceremony and photo op was held for **Suicide Prevention Week**, and **National Alcohol and Drug Recovery Month**. The Annual Health and Wellness Fair was held on September 20, commemorating National Alcohol & Drug Recovery Month, Suicide Prevention Week, and **Women’s Health Month**.
- Hosted the 7th **Annual Health & Wellness Health Fair** with Advisory Committee’s and Community Partners on **September 20, 2013**. **(Goal 3)**
- Assisted with **Life’s Bridges “Bikers, Bridges, and BBQ Fundraising Event** on Saturday, **September 28**.
- Participated at the **Friendship House Annual Mental Health Fair** as a vendor, on Friday evening, **October 11**, at Kukui Grove Shopping Center.
- Attended the 2013 **Request for Information (RFI) Meeting** sponsored by the **Office of Youth Services** on **October 2**, at QLCC for future grant funding opportunities.

- Conducted a presentation for All Department Heads and Deputies during the **October 14** Department Head Meeting commemorating National **Substance Abuse Prevention Month**. Area of focus included drugs and alcohol in the workplace, and binge drinking.
- On Wednesday, October 16, attended the **Candlelight Vigil “Take a Stand-Lend a Hand” at the YWCA’s Week Without Violence Event**.
- **October 22 & 23** the Department of Health, Alcohol & Drug Abuse Division and UH School of Medicine presented the **results of the Strategic Prevention Framework State Incentive Grant** to the SPF SIG Grant Recipients and the County of Kauai.
- **On October 25**, 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 up Hanamā`ulu Beach Park, and Beach.
- Saturday, **October 26**, assisted the Kauai Police Department and the Drug Enforcement Agency with the **National Take-Back Initiative at KPD**. Collected fifteen (15) boxes-a total of 150.5 pounds.
- Co-sponsored the **2013 Kupuna Alert Partners Presentation “Caring for our Seniors: Key Issues Targeting Hawai`i’s Seniors, and Hawai`i Take Back Program** on Tuesday **November 12, 2013** at the Kauai War Memorial Convention Hall. Agency partners included the Office of the Mayor, Kauai Police Department, Transportation Agency, Office of Elderly Affairs and Parks and Recreation.
- Attended and provided certificates and lei to five graduates at the Twenty-Second **Drug Court Graduation Ceremony on Friday, November 15, 2013 in the Fifth Judicial Circuit Court**.
- Participated in the East Kaua'i Drug Prevention Coalition’s **11th Annual Family Summit “Changing the Tides, Just Keep Swimming”**, at Kapa‘a High and Elementary School on Saturday, **February 1, 2014**.
- Assisted the Kekaha residents with reviewing their grant applications for the **Host Community Benefits (HCB)** on Wednesday evening, **February 12** These applications will be submitted to the Kekaha Community Advisory Committee (CAC) for approval.
- Attended the Dedication and **Grand Opening of the YWCA of Kauai Women’s Center** on Thursday, **February 20**, from 4:00-6:00 p.m.
- Attended the **Youth of the Year** Event for the Boys & Girls Club, Saturday, **February 22**, at Kauai Beach Resort.
- Attended the **Women’s History Month** event on Wednesday evening, **March 19**, and assisted the sponsors, the Committee on Status of Women with logistics.

- Hosted the **Annual Drug Summit** on **March 27 & 28** at the Kaua'i Marriott in a 3 part series (Goal 1)
 - 80 County managers received training in "Reasonable Suspicion and Drug Recognition"
 - 6 Continuing Education Credits (CEU's), mandated by bargaining unit contracts
 - CEU's for Certified Substance Abuse Counselors, and Certified Prevention Specialist
- Processed grant applications for all three high schools Project Graduations. Each school received \$2000 at a **check presentation** with Councilmember Ross Kagawa, Nadine Nakamura and Mayor on Wednesday, **April 16**.
- Assisted Kekaha residents with grant applications for **Host Community Benefits (HCB)** funding at a community workshop on Saturday, **April 19** at Kekaha Neighborhood Center.
- On Monday, **April 21**, presented accomplishments and update of the **Kauai Community Drug Response Plan** to the County Council in a **Budget Call Back** for FY 2014-15.
- Assisted the Kekaha CAC with **HCB Proposal review** on Monday evening, **April 21**, 5:30-8:30 p.m. at Kekaha Neighborhood Center.
- On **Saturday, April 26**, Life's Choices Kaua'i assisted Kaua'i Police Department (KPD) and the Drug Enforcement Agency (DEA) in the **National Drug Take Back Program** that resulted in taking back 13 boxes weighing 149.2 lbs.
- On **May 1**, La'akea Iseri-Carvalho presented his **research project** on Marijuana, and his photo voice project on pollution to Life's Choices and the Mayor.
- On Friday, **May 2**, Queen Liliuokalani Children's Center (QLCC), Hale Opio, and Life's Choices Kauai assisted the Coalition for a Drug Free Hawaii (CDFH), in co-sponsoring a **Resource Information Exchange** for the State, and an assessment of Kauai's resources.
- On Friday, **May 2, 2014**, Mayor Carvalho, together with the Kauai County Council issued proclamations declaring May 2014 as **National Drug Court Month** and recognized the work of the Kauai Drug Court as an alternative to incarceration program that gives individuals with substance abuse issues the opportunity to turn their lives around.
- On Friday, **May 2, 2014**, 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," for **Teen Pregnancy Prevention Month**. Approximately 135 teens attended.
- On Friday, **May 23**, Participated in Waimea High Schools **Project Graduation** Activities at the Grand Hyatt Resort and Spa.
- The Life's Choices Kaua'i Coordinator participated in the **Kauai Drug Court** twenty-third **Graduation Ceremony at Fifth Circuit Court** on Friday, **May 30, 2014**, providing certificates and lei to six Graduates. The Committee on Status of Women collaborated with Life's Choices and provided lei for graduates and food for the reception once again.

V. TRAINING ACTIVITIES: (Goal 7)

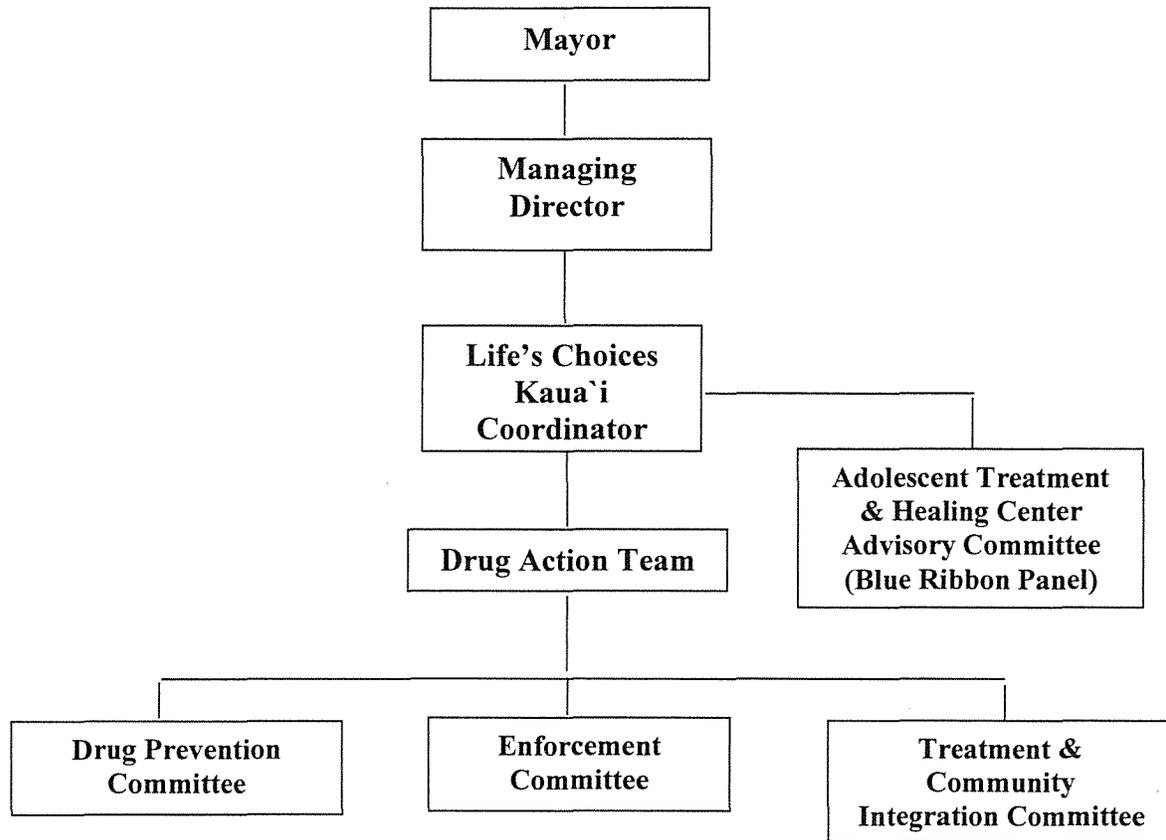
During Fiscal Year 2013-2014, Life's Choices Kauai participated in, or collaborated with various organizations to bring education to stakeholders, prevention providers, law enforcement, judiciary, and treatment professionals, to address the objectives outlined in our Kaua'i Community Drug Response Plan.

Course Description:

- **July 8, 2013** successfully completed the **County of Kauai "Managing Stress"** for Managers Course.
- Attended **CADCA's Regional Training Hawaii & Pacific Islands "Creating and Sustaining Successful Community Changes; Implementation and Sustainability Training** on Friday, **September 26 & Saturday, September 27**, in Honolulu. **11 Continuing Educational Credits (CEU's)**
- Attended the **Bullying Prevention Training "What Goes Around Doesn't Have to Come Around"--Be Someone's Hero**, on **October 7**, at Aston Aloha Beach Resort.
- Attended the **Effective Meeting Management Training** sponsored by the Office of Boards and Commissions on **February 4, 2014**.
- Participated in the **County Legislative Website Training** offered by the Office of Boards and Commissions on **January 7, 2014**.
- Successfully completed SAMHSA's (Substance Abuse and Mental Health Services Administration) 6 hour online course on **Ethics in Prevention: A Guide for Substance Abuse Prevention Practitioners** on **March 25, 2014**. **6 CEU's**
- Collaborated with the State of Hawaii, Department of Health, Alcohol and Drug Abuse Division, Love the Journey, and Child and Family Services to schedule training on Kaua'i for the required Ethics Class for Substance Abuse Counselors. **"Ethics for Addiction Professionals"** was held on **Friday, April 4, 2014** in Pi'ikoi A & B. 40 people in attendance, **6 CEU's**.

VI. ADVISORY COMMITTEES:

The Life's Choices Kauai 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 organizations.



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 -10

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 -11

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 - 11

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 + 3 Special Meetings for Re-Entry Plan

Annual Team Meeting:

In addition to the regularly scheduled meetings, all the Committees met as one team on November 16, including the Mayor and Administration. Presentations included, Adolescent Treatment & Healing Center Update, Community Integration “Re-entry plan” and the Prevention & Enforcement Committee: A.L.I.C.E. (Alert, Lockdown, Inform, Counter and Evacuate) Active Shooter Training.

Meetings Held – 1

VII. OTHER MEETINGS ATTENDED:

AGENCY/COMMITTEE	# of Mtgs	Responsibility
Employee Council	7	Mayor’s Rep
Keiki to Career-Resilience and Life skills Committee	3	Member
Suicide Prevention Task Force	6	Member
Kauai Juvenile Justice Crime Enforcement Coalition (KJCEC)	2	Member
Drug Court Hearings/Projects	34	Collaborative Partner
Newsletter Team *	1	Writer/Contributor

*On **May 20**, the Newsletter Team convened for the revitalization of the **Acclaim** Newsletter. Issues will be quarterly, and the first one debuted in June 2014. The News Team is going green-working with the IT Department, the next issue is slated to appear electronically for all those with computers.

VIII. CONTRACTS:

CONTRACTOR	SERVICE PROVIDED	AMOUNT
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**(Round 1 of funding)****\$150,000.00**

<i>Applicant Name Fiscal Sponsor</i>	<i>Grant Amount</i>
Circles of Light	\$7,500.00
Aloha School Early Learning Center Inc.	\$7,500.00
Hanalei School PTSA (PTA Hawaii Congress)	\$2,500.00
Island School	\$10,000.00
The Koloa Early School	\$7,500.00
Hale `Opio Kaua`i, Inc.	\$7,500.00

IX. BUDGET

Expense Description	FY 2010	FY 2011	FY 2012	FY 2013	FY 2014
Personnel (FTE)	1.0	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	\$31,600.00
Equipment	\$0	\$0	\$0	\$0	\$0
Program Total	\$127,943	\$112,172	\$118,943		

X. HOLO HOLO 2020 PROJECT STATUS

Adolescent Residential Treatment & Healing Center

DEVELOPMENTS:

- The completion of a feasibility study for the adolescent treatment and healing facility, and, the formation of a blue ribbon panel, a Special Advisory Committee to the Mayor, to further assist in moving this very important initiative forward.
- The Blue Ribbon Panel (Special Advisory Committee) comprised of health care professionals, government leaders, judiciary and law enforcement officials, and representatives from recovery and healing non-profits, reviewed and analyzed the feasibility study to make recommendations to the Mayor on the following:
 - A location for the development of a treatment center
 - The number of beds the facility should support
 - The age and gender of those to be served
 - The service model for the center.
 - Funding sources for services to be provided
 - Conceptual facility design
 - Qualifications Required and Experience of Vendor for RFP

The BRP members are:

Dr. Gerald McKenna of Ke Ala Pono McKenna Recovery Center
Kevin Myrick, RN, TNS, Wilcox Hospital Emergency Room Manager
David Hipp, Executive Director of Office of Youth Services, Hawaii Youth Correctional Facility
David Lam, Chief Court Administrator of the Fifth Circuit
Madeleine Hiraga-Nuccio, Child & Adolescent Mental Health Division, Family Guidance Center
Alan Johnson, Hina Mauka Treatment Center Director
William Arakaki, District Superintendent, Department of Education
Kimberly Cummings, Certified Substance Abuse Counselor/ Director of Women in Need
Arvin Montgomery, Chief Executive Officer of Love the Journey
Chief Darryl Perry, Chief of Kauai Police Department
Justin Kollar, County of Kauai Prosecutor
Karla Heurta-Balocan, M.A., C/APS Supervisor, Central Unit, Child Welfare Services
Sheryl Keliipio, RN, Family Health Services Supervisor, Kauai Department of Health

Using the Feasibility Study as a guide, the following recommendations have been made.

- Site Recommendation **Maalo**
- Number of beds **10**
- Age **Adolescent**
- Gender **Boys & Girls**
- Service Model Options
 - ✓ RESIDENTIAL PROGRAM
 - ✓ DAY TREATMENT PROGRAM
 - ✓ INTENSIVE OUTPATIENT PROGRAM
 - ✓ OUTPATIENT TREATMENT PROGRAM
 - ✓ AFTERCARE

CURRENTLY WORKING ON:

- Administration met with and will continue to meet with the Department of Health (20)
- Blue Ribbon Panel continues to meet
- Working with Grove Farm on Site Control
- Drafting Request for Information (RFI) to determine availability of potential operators
- Attending Hanamaulu Neighborhood Association Meetings (residents closest to the site)

MEETINGS:

- Mayor's Advisory Committee on Treatment & Healing Center (Blue Ribbon Panel) (8)
- Grove Farm and Administration (3)
- Department of Health:
 - Child and Adolescent Mental Health Division (CAMHD) (1)
 - Alcohol and Drug Abuse Division (ADAD) (1)
 - Kauai District Health Office (1)
- Holo Holo Tracking Meetings (3)
- Hanama'ulu Neighborhood Community Association Meetings (1)

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 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.
Status: Achieved (6 group trainings were held. Individuals employees received training as needed.)
2. By June 30, 2014, County of Kaua'i departments have trained personnel be able to provide Video Remote Interpreting (VRI) upon reasonable request.
Status: Achieved
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.
Status: Achieved

Fiscal Year 2014-2015

1. By September 30, 2014, develop Training Calendar for the 2014-2015 Fiscal Year with at least six (6) scheduled trainings for County departments/employees.
2. By December 31, 2014, upgrade technology required for improved access to and quality of Video Remote Interpreting.
3. By June 30, 2015, conduct a comprehensive review, update and modify as required the County's ADA Transition Plan.

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 Kaua'i in its compliance with the Federal, State and County laws mandating equal access.

IV. PROGRAM MEASURES - ACCOMPLISHMENTS

1. The goal to provide greater access to American Sign Language (ASL) interpretation through remote video interpreting was implemented during the past year. KEAP is working with COK Information Technology (IT) to improve the quality and dependability of the remote service.
2. This year KEAP provided the following ADA trainings to county employees:
 - a. ADA Awareness, Limited English Proficiency (LEP) and ADA Accessibility, and EEO Training: 34 County Employees
 - b. Accessible Recreation Facilities for Special Events: 3 County Employees
 - c. KPD/9-1-1 Dispatch and Police Recruits Training on ADA Overview and Disability Awareness: 27 Attendees

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

- Developmental Disabilities Council & Legislative Forum
- 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
- National ADA Coordinators Symposium - ADA National Network
- Language Access Seminar – Office of Language Access, DOH

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	6 Employees	N/A
ADA Title II Government – Worked Employees and Departments on Program Modification Requests	7 Departments	N/A
Facility Access & Site reviews	14 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	62	118
Complaints		1 Resident

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 Disability Council)	12/01/10 – 11/30/14	Coterminous 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
Lucy Miller, Ph.D. (Disability and Communication Access Board)	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
Roberta Eiben (Chair, Consumer)	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
Kathy Sheffield (National Alliance on Mental Illness)	12/01/10 – 11/30/14	Coterminous with Mayor
Suzie Woolway ('Ohana Home Health Care)	12/01/10 – 11/30/14	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

5

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)

It was also recommended the Parks & Recreation Department consider independent access to the Lydgate Pavilion stage area by building a ramp. (A portable lift has been provided at the pavilion, and renovations to Pavilion are in progress.)

The Advisory Committee is also examining emergency preparedness for people in the County who have functional or access needs in the event of a natural disaster.

V. BUDGET

Expense Description	FY 2013	FY 2014	FY 2015
Personnel (FTE)	1.0	1.0	1.0
Salaries and Wages	\$94,324	\$99,130	\$81,981
Operations	\$23,950	\$10,957	\$21,257
Equipment	\$0	\$1,001	\$1,001
Program Total	\$119,174	\$111,088	\$104,239