



# **Office of the Mayor**

**Fiscal Year 2021 Annual Report**

**July 1, 2020 – June 30, 2021**

Derek S.K. Kawakami

Mayor

## OFFICE OF THE MAYOR

### **I. MISSION STATEMENT**

The County of Kauaʻi is committed to enhancing the quality of life for our residents and visitors by working together as one team. We achieve operational excellence in our service to each other and our community through honesty, integrity, and Aloha!

### **II. DEPARTMENT GOALS**

#### **Vision**

We envision a thriving island community based on planned progress, balancing growth and innovation while preserving and protecting what is special and unique to Kauaʻi for future generations.

#### **Defined County Values (RISE)**

**Responsive Service** – We put the needs of our community above our own, and serve with Aloha from the heart.

**Integrity** – We do the right thing all the time, even when no one is watching.

**Solidarity (Teamwork)** – We work together and believe that collaboration yields better results.

**Excellence** – We strive for continuous improvement in everything we do.

### **III. PROGRAM DESCRIPTION**

#### **A. Objectives**

1. Lead the County of Kauaʻi in our response to COVID-19.
2. Establish and direct basic policies and management guidelines of the executive departments, offices, and agencies of the County of Kauaʻi.
3. Serve as liaison between the Kauaʻi County Council and the Administration.
4. Oversee and execute the County operating budget.
5. Assist with citizens' concerns.
6. Facilitate State and Federal legislative agendas.

7. Coordinate internal communication between departments.
8. Coordinate external communication to the general public, State and Federal governments.
9. House the Office of Boards and Commissions.

B. Highlights

The Office of the Mayor's highest priority continues to be response to the COVID-19 pandemic. The Incident Management Team comprised of leaders from our various county departments, as well as community and businesses, work steadfast to develop and implement the best course of action to ensure the health of our island residents and economic well-being. Our policies shift and adapt in response to the evolution of the virus, as well as federal and state guidelines and policies. Meetings and dialogue occur with governor, fellow Hawaii mayors, the Department of Health, community and business members on a weekly and at times daily basis.

Video updates, which can be found on the official County of Kaua'i Facebook page webpage, continue to update our residents and visitors with information on COVID testing, vaccinations, case counts, resources and assistance, and other pertinent information. Additionally, the Office of the Mayor has expanded communication with short videos ranging from Fire Prevention Week to Launching of self-service DMV kiosks.

We continue to oversee and manage the distribution of both Corona Aid, Relief and Economic Security (CARES) Act. Kaua'i received over \$28.7 million in CARES funding to respond to the pandemic. The county divided this into 21 subsections offering nonprofits ranging from food support to agriculture assistance to economic diversification to mental health support. In addition, funds were used to provide screening at the airport check point, COVID related public-safety messaging as well as personal protection equipment. Other CARES funding offered rental and utility assistance and was administered through the Kaua'i Government Employees Federal Credit Union.

In late June, the County of Kaua'i received \$7.02 million in funding from the American Rescue Plan Act. Allocation of those funds will be sourced next fiscal year.

In coordination with our Human Resources Department, we have continued to adjust the County's operation and workforce to help protect employees and customers against the spread of COVID-19. Many departments continue to have workers on a 4/10 work schedules and/or teleworking some or all days.

As we moved away from the Shelter in Place directive, we worked with our Department of Parks and Recreation, our Housing Agency, and non-profit agencies in transitioning our houseless population from five designated county park facilities. We continue to support the work of our county Homeless Coordinator in outreach events to not only assist registering for housing opportunities but assist with applying for medical care, and other state and federal assistance. All of our county parks are once again available to the public at large for their recreational needs.

Affordable housing remains a challenge on Kaua'i. With the worldwide shift to teleworking along with the our multi-month record of no COVID cases, Kaua'i experienced a boom in real estate sales with an influx of new comers to our island. With the subsequent loss of many long term rentals in the Kaua'i rental inventory, our commitment to secure low-income and workforce housing is more important than ever. Utilizing the Governor Ige's Emergency Proclamation for Homelessness, in under ten months, we were able to construct and open Kealaula on Pua Loke. Kealaula is a long-term rental housing project for families transitioning out of homelessness. There are fifteen single-story duplex buildings, each containing two 1-bedroom or studio units with its own bathroom and kitchen, totaling 30 units along with one community building. Wrap around services are provided by the non-profit, Women in Need, to support the families with necessary social services.

The Office of the Mayor continues supporting housing development with the construction of the Pua Loke Street Apartments in Lihue set to open in July 2021. The first phase of the Lima Ola affordable housing project in 'Ele'ele broke ground in November 2020. With the purchase of 417 acres in Waimea from the Kikiaola Land Company in 2019, we continue to partner with community in developing part of the property to accommodate housing needs for our Westside.

Improving the safety and mobility for our residents and visitors continues to as another priority for our administration. This year we supported the Planning and Public Works Departments' application for President Biden's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant. The Po'ipū Road Safety and Mobility Project, highlighted in the application, will focus on the 3.3 mile stretch that connects the town of Kōloa and the Po'ipū resort area. Residential neighborhoods with affordable housing, Kōloa Elementary School, a public library, churches, shops and services, visitor accommodations, and access to public parks and beaches are all along Po'ipū Road.

As a remote island, Kaua'i is extremely vulnerable to the impacts of climate change. The Po'ipū Road Safety and Mobility Project supports the County of Kaua'i's climate goals by encouraging mode shift from single-occupancy vehicles of transit, walking, and bicycling, and by creating resilient transportation infrastructure outside of the projected sea level rise exposure area.

Additionally, the Office of the Mayor has authorized the Planning Department to proceed with a County Climate Adaptation Plan. The plan will analyze our climate vulnerability as well as other risks and will provide a public forum to assess vulnerability and ultimately build resiliency into County policies, programs and investment across multiple sectors.

We appreciate the support our federal delegation has shown with these projects and are grateful for their support in securing funding for infrastructure projects as well as funding for disaster and COVID responses. This year we welcomed the Biden administration in meetings with key White House policy makers.

**IV. BUDGET**

	<b>FY 2021 – BUDGETED</b>	<b>FY 2021 – ACTUAL</b>
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Salaries	\$ 1,132,389	\$ 1,132,198
Employee Benefits	\$ 708,674	\$ 697,275
Operations	\$ 404,350	\$ 283,572
<b>Total</b>	<b>\$ 2,245,413</b>	<b>\$ 2,113,045</b>

**OFFICE OF BOARDS AND COMMISSIONS**

**I. MISSION STATEMENT**

We are ambassadors of efficiency, integrity and Aloha. We are a bridge connecting the public with their government. We provide information and support to volunteers who with their decisions shape our community now and into the future.

**II. DIVISION GOALS**

**Vision**

An integral part of a fair and just community governance that people can see and feel.

**A. Goals and Objectives**

1. Excellent customer service by meeting and surpassing expectations; improve internal and external resources.  
 Status: Ongoing. 29% of all forms converted to user friendly fillable forms that can be electronically submitted upon completion directly to the Office of Boards and Commissions (B&C).
  
2. Go digital; transition to digital records and meeting materials.  
 Status: On-going. Approximately, 95% of all paper files been transferred to digital records. There remain a few boxes of inherited taped cassettes that need to be addressed. The emphasis will be shifting to maintaining all files digitally. With the transition to virtual meetings, most of the boards, commissions and committee materials are being distributed electronically vs. 100% paper distribution of the past.
  
3. The Office of Boards and Commissions will provide an environment for excellence; improve physical office function and space.  
 Status: 90% accomplished. While there are a few remaining items on the punch list associated with the Office relocation, it is for the most part completed. The main outstanding items are the installation of glass front doors, signage for the doors and a security camera for the back door. The delivery of the glass door has been hampered by COVID related product delays. With the Office relocation completed, the focus has shifted to improving B&C's conference rooms, the office conference room and the 2A/2B Mo'ikeha Conference Room. Both conference rooms were thoroughly cleaned, all broken items and trash removed and disposed. Both areas

were painted, and the necessary repairs completed. Previous to COVID-19, a large screen monitor was purchased and installed in the B&C Conference Room. However, with COVID-19 and Act 220 (new amendments to the Sunshine Law governing remote meetings), the next step will be installing the necessary equipment and technology for audio and visual conferencing. This will entail research, pricing and budgeting for the most appropriate and cost-effective equipment and technology.

B. Duties/Functions

The Office of Boards and Commissions (B&C) oversees 14 boards and commissions, as well as three advisory committees comprising a total of 118 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.

The Office of Boards and Commissions was established by an amendment to the Kaua'i County Charter in 2006.

The office assists the Mayor with the recruitment of volunteers for appointment to these boards, commissions, and committees. In support of these bodies, the office serves as its administrative and operational arm. Functions include the development of procedures, policies, directives, contracts, agreements, and the provision of information, documents, research and data deemed necessary for their effective performance.

B&C acts as a communications liaison between these bodies and the various county departments and agencies. It is also responsible for planning, developing, and coordinating orientation and training programs for the volunteer commissioners, board or committee 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 2018, the responsibilities of the Office of Boards and Commissions were expanded to include the oversight, coordination and support of contested cases.

The office is also called upon to assist with the Kaua'i Emergency Management Agency operations (KEMA) like the COVID-19 information call center. In August 2020 – May 2021, the B&C Office was tasked with staffing KEMA's Modified Quarantine Request Office. This greatly impacted B&C's normal operations as it generally entailed two staff shifts per day, 7 days a week including holidays. Despite this, the Office continued to provide support services and conduct regular meetings for seven (7) Boards or Commissions as well as three (3) others on an as needed basis. All other Boards and Commissions meetings were put on hiatus and all support functions like the timely posting of minutes have been significantly delayed.

Boards and Commissions:

Board of Appeals  
Board of Ethics

Board of Review  
Board of Water

Charter Review Commission  
Civil Service Commission  
Cost Control Commission  
Fire Commission  
Historic Preservation Review  
Commission  
Liquor Control Commission

Planning Commission  
Police Commission  
Public Access, Open Spaces &  
Natural Resources Preservation  
Fund Commission  
Salary Commission

Committees:

Arborist Advisory Committee  
Committee on the Status of Women  
Mayor's Advisory Committee on Equal Access

**III. PROGRAM DESCRIPTIONS**

A. Objectives

The following is a short program description, some of the highlights, and a list of the volunteers that contributed their time, energy, and talents to this community.

**Arborist Advisory Committee**

The committee advises the Kaua'i County Council in determining "exceptional trees" that need to be preserved for posterity based on its historical or cultural value, aesthetic, quality, endemic status, age, rarity, location, or size.

Members:

Dan Kawika Smith – Chair  
Dr. David Lorence – Vice Chair  
Lawrence Borgatti  
Jodi Higuchi-Sayegusa  
Sylvia G. Smith

Meetings Held:

Regular – 0

Meetings have been suspended.

**Board of Appeals**

The board shall hear and determine appeals or petitions from the decisions or application regarding the administration of the Building Code, Electrical Code, Sign Ordinance, Plumbing Code, and Fire Code. The Board may reverse, affirm or modify the decision or grant a variance.

Members:

None

No appeals were filed, and meetings have been suspended. The B&C Annual Report of FY 2018 estimated volunteers would be required to commit eight hours weekly. Due to the difficulty of recruiting volunteers capable of such a large time commitment the determination was made to repeal the Zoning Board of Appeals.

**Board of Ethics**

The board initiates, receives, hears, and investigates violation complaints of the Code of Ethics, renders advisory opinions or interpretations with respect to the application of the Code of Ethics and examines all Disclosure Statements for possible conflicts of interest.

**Board Members:**

Mia Shiraishi – Chair  
Susan Burriss – Vice Chair  
John Latkiewicz - Secretary  
Ryan de la Pena  
Dean Toyofuku  
Mary Tudela (term ended 12/31/20)

**Meetings Held:**

Regular – 12, Executive – 14, Special Session – 2

**Board of Review**

The board conducts hearings on tax appeals. The appeal must be based on the following:

- The assessed value of the property exceeds by more than 15% the ratio assessment to market value.
- 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.
- Denial of an exemption to which you are entitled to which all requirements are met; and
- The assessment methods are unconstitutional or in violation of state laws or county ordinances.

**Board Members:**

Chris A. White – Chair  
Katherine L. Otsuji – Vice Chair  
Craig A. De Costa  
Stella B. Fujita  
Julie B. Caspillo (term ended 12/31/20)

**Meetings Held:**

Regular – 14, Executive – 14

**Board of Water Supply**



The board shall manage, control and operate the waterworks of the county and all property thereof for the purpose of supplying water to the public and shall collect, receive, expend and account for all sums of money derived from the operation thereof and all other moneys and property provided for the use or benefit of such waterworks.

Board Members:

Gregg Kamm – Chair  
Kurt Akamine – Vice Chair  
Lester Calipjo  
Julie Simonton  
Troy Tanigawa (Ex-officio)  
Ka’aina Hull (Ex-officio)  
Lawrence Dill (Ex-officio)

Meetings Held:

Regular – 12, Executive – 7, Special Sessions - 3

**Charter Review Commission**

The commission studies and reviews the operation of the county government under the Kaua’i County Charter. The commission may propose amendments or a new charter to the voters at any general or special election which it deems necessary or desirable.

Commissioners:

Reid Kawane – Chair  
Patrick Stack – Vice Chair  
Virginia Kapali  
Lori Koga  
Marissa Sandblom  
Jan TenBruggencate  
Carol Suzawa (term ended 12/31/20)

Meetings Held:

Regular – 3, Executive – 0, Special Sessions – 0

**Civil Service Commission**

The commission shall:

- Appoint and may remove the Director of Human Resources.
- Adopt rules and regulations to carry out the civil service and compensation laws of the State and County.
- Hear and determine appeals made by any individual aggrieved by any action of the Director of Human Resources or by any appointing authority.
- Advise the Mayor and Director of Human Resources on problems concerning personnel and classification administration.

Commissioners:

Beth Tokioka – Chair

Vonnell Ramos – Vice Chair  
Jennifer Carter  
Fely Faulkner  
Jeffrey Iida (term ended 12/31/20)  
Richard Jose (term ended 12/31/20)  
Ricky Watanabe (resigned)

Meetings Held:

Regular – 11, Executive – 10, Special Sessions – 1

**Committee on the Status of Women**

The Committee on the Status of Women works in conjunction with the State Commission on the Status of Women to work for equality for women and girls by acting as a catalyst for positive change through collaborative programs, advocacy and education.

Members:

Regina Carvalho – Chair  
Deena Fontana Moraes – Vice Chair  
Darcie Yukimura – Treasurer  
Angela Hoover - Secretary  
Kathy Crowell  
Monica Kawakami  
Erika Valente  
Edith Ignacio Neumiller (Ex-Officio)

Meetings Held:

Regular – 5

**Cost Control Commission**

The Cost Control Commission's purpose is to reduce the cost of county government while maintaining a reasonable level of public services. The commission shall review personnel costs, real property taxes, travel budgets and contract procedures to eliminate or consolidate overlapping or duplicative programs and services and provide a report and summary of recommendations.

Commissioners:

Tyler Rodighiero

Meetings Held:

Regular – 0, Executive – 0

Meetings have been suspended.

**Fire Commission**

The Commission shall:

- Appoint and may remove the Fire Chief.
- Evaluate the Fire Chief.
- Review department's rules for administration.
- Review the annual budget.
- Review the operations.
- Hear citizen complaints and recommend corrective action.

Commissioners:

Alfredo C. Garces Jr. – Chair  
Jen Chahanovich – Vice Chair  
Linda Kaaui-Iwamoto  
Alfred Levinthol  
Michael Martinez  
Thomas M. Nizo  
Chad K. Pacheco

Meetings Held:

Regular – 12, Executive – 10

**Historic Preservation Review Commission**

The commission discusses issues relating to the promotion of historic preservation, reviews projects and provides recommendations on various aspects of archaeological and building design review of historic resources.

Commissioners:

Gerald Ida – Chair  
Susan Remoaldo – Vice Chair  
James Guerber  
Carolyn Larson  
Stephen Long  
Aubrey Summers

Meetings Held:

Regular – 5, Executive – 0, Special On-Site -1

Due to COVID – 19, meetings have been limited and suspended.

**Liquor Control Commission**

Liquor Control Commission has the basic function to control, supervise, and regulate the manufacture, importation, and sale of liquor within the county. The commission grants, denies, suspends and revokes any license for the manufacture, importation, and sale of liquors. All investigations of alleged violations and complaints are reported to the commission. The commission hears and determines all complaints and citations regarding violations and imposes such fines or penalties as provided by law.

Commissioners:

William Gibson – Chair  
Dee Crowell – Vice Chair  
Leland Kahawai  
Lorna Nishimitsu  
Randall Nishimura  
Gary Pacheco  
Tess Shimabukuro  
Shirley Akita (term ended 12/31/20)  
Maryanne Kusaka (resigned)

Meetings Held:

Regular – 26, Executive – 22, Special Sessions - 3

**Planning Commission**

The Commission shall:

- Hear and determine applications for variances from zoning and subdivision ordinances.
- Review the general plan, development plans, zoning and subdivision ordinances and amendments.
- Advise the Mayor, Council and Planning Director in matters concerning the planning program for the County.
- Adopt regulations.
- Prepare a capital improvement program.

Commissioners:

Donna A. Apisa – Chair  
Helen Cox – Vice Chair  
Gerald Ako  
Melvin Chiba  
Francis DeGracia  
Lori Otsuka  
Glenda N. Streufert  
Ray Ho (term ended 12/31/20)

Meetings Held:

Regular – 12, Executive – 9, Subdivision Sessions – 9

**Police Commission**

The Police Commission appoints and removes the Police Chief and oversees matters relating to the goals and aims of the Police Department. It reviews the annual budget prepared by the Chief and may make recommendations thereon to the Mayor. It also receives, considers and investigates 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:

Catherine Adams – Chair  
Gerald Bahouth – Vice Chair  
Mary Kay Hertog  
Jonelle Leina‘ala Jardin  
Kevin Mince  
Roy Morita  
Dean Pigao

Meetings Held:

Regular – 11, Executive – 16, Special Sessions – 5

**Public Access, Open Spaces & Natural Resources Preservation Fund Commission**

The commission shall develop a list of land or property entitlements or related improvements to be considered for purchase or acquisition for land conservation purposes.

Commissioners:

Nancy Kanna – Chair  
Shaylyn Kimura – Vice Chair  
Taryn Dizon  
Johnathon Lucas  
Karen Ono  
Erica Taniguchi  
Jett Jasper (term ended 12/31/20)  
Herman Texeira (resigned)

Meetings Held:

Regular – 1, Executive – 0

Due to COVID – 19, meetings have been limited and suspended.

**Salary Commission**

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

Commissioners:

Laurie Yoshida – Chair  
Kenneth Rainforth – Vice Chair  
Trinette Kau  
Patrick Ono  
Robert Crowell (term ended 12/31/20)  
Leland Kahawai (resigned)

Meetings Held:

Regular – 6, Executive – 0

**Contested Cases**

When an individual files an appeal regarding a decision of a department, the related Board or Commission may decide to refer the appeal to the Office of Boards and Commissions as a Contested Case.

The Office provides all of the administrative support for Contested Cases including a hearing officer, transcripts and maintenance of all legal documents. Although most of the referrals of Contested Cases have come from the Planning Commission, the Office serves all County Boards and Commissions and has received a referral from the Board of Water in the past.

Most of the appeals involve the late submission to renew a Transient Vacation Non-Conforming Use Certificate and the subsequent denial by the Planning Department.

Currently, B&C is managing 32 Contested Cases; one new for FY 2021 and the others continued from the previous two years.

B. Program Highlights

Some of the Office of Boards and Commission’s program highlights include:

**Board of Ethics**

- 7 – Advisory Opinions Issued.
- 1 – Complaint was settled.
- Drafted a Charter Amendment that was adopted by the Charter Commission for placement on the ballot. This ballot measure proposed to expand the list of county officials and employees required to file ethics disclosures and was ultimately adopted by the voters in the 2020 election.
- Worked on drafting a County Ordinance to implement the newly adopted ballot measure to expand the list of county official employees required to file ethics disclosures.

**Board of Review (BOR)**

- Conducted 146 tax appeal hearings.  
The results are as follows:
  - 32 - Sustained (BOR approves the county’s assessment)
  - 6 - Adjusted (BOR ruled in favor of the appellant)
  - 59 - Stipulations (BOR approved the settlement between the appellant and the county. Settlements favor the appellant)
  - 15 - Withdrawn
  - 13 - Invalid/Dismissed
  - 21 - Pending/Reschedule
  - 0 - Complaints

- Members attended B&C orientation and Basic Sunshine Law & BOR Procedures training

### **Charter Review Commission**

Placed six (6) Charter Amendments on the 2020 General Electric Ballot and all six (6) were adopted by the voters. The amendments adopted were:

- Negligence Claims – establishing a time limit for negligence claims against the county to comply with state law.
- Police Chief Qualifications – increasing the Chief of Police’s qualifications.
- Ethics Disclosure – increase the list of individuals required to file an ethics disclosure.
- Prosecutor Vacancy – clarifying the process to fill a vacancy of less than 18 months.
- County Engineer Qualifications – broadening the qualifications for the County Engineer.
- Water Board Manager – broadening the qualifications for the Water Board Manager.

In addition to publicizing information on the charter amendments in the newspaper and on the webpage, the Charter Review Commission conducted a successful digital media public information campaign. It is believed that this is the first of its kind in the State. This campaign resulted in:

- All six (6) of the ballot measures proposed in 2020 passed.
- The only time all ballot measures passed were in 2014, 2004, and 1986. However, in 2014 only three (3) ballot measures were proposed, in 2004 - one (1), and 1986 - one (1).
- 2020 ballot measures as a whole were supported by voters more than any previous election year since 2000.
- Blank votes for 2020 ballot measures were reduced by nearly 1/3 when compared between 2012-2018 election years.

### **Civil Service Commission**

- Three (3) – Appeals filed
  - 1 – Requested a review of HR procedures
  - 1 – No action (deferred to the jurisdiction of another appellate body)
  - 1 – on-going and moving through the process for hearing
- Amended the Rules of the Civil Service Commission to allow electronic means of communication and a change of address and distributed the amended rules and forms to all County department heads.
- Amended the Civil Service Commission Appeals form with fillable fields, electronic signatures, electronic submission and automated return receipt.
- Created a new Representative Appeal Form with fillable fields, electronic signatures, electronic submission and automated return receipt.
- Created and implemented a six (6) month and annual job performance evaluation tool with fillable fields which resulted in a comprehensive evaluation report for the Commission.
- Created and implemented an electronic 360 evaluation survey for all human resources staff and county department heads which resulted in a comprehensive

evaluation report for the Commission. Survey returns rates were 57% and 42% for human resources staff and department heads respectively.

- Created and implemented new goals and objectives progress tracking tool.

### **Committee on the Status of Women**

Initiated the following events:

- Breast Cancer Awareness – October 2020
  - Promoted awareness by lighting up the historic county building in pink lights for the month of October, displayed a banner and issued a press release.
- Resolution to Supporting and Urging Equity, Inclusion, and Social and Economic Justice Principles in COVID-19 Related Recovery Initiatives – December 16, 2020
  - Accomplished the introduction and adoption of this Resolution by the Kaua'i County Council. The Resolution strongly urges the County Administration to support a feminist economic recovery plan with respect to COVID-19 policies and funding. Kaua'i County became the third County in the nation to adopt a feminist economic recovery plan via the Resolution.
- Women's History Month – March 2021
  - Accomplished the goal of publicizing Women's History Month with an essay contest with 7 entries. The top three student authors and their essays were published in the Garden Island and received cash prizes: \$150 for first place, \$125 for second place and \$75 for third place.
- Domestic Violence Awareness Campaign – June 2021
  - Partnered with the YWCA and placed digital ads in the Garden Island newspaper with information on where to get help.

### **Liquor Control Commission**

Worked to ensure the continuity of leadership within the department and appointed an Acting Director of Liquor Control. Instituted an intensive and thorough three step hiring process. The process started with drafting the job advertisement, job description, essay/interview questions and creating three scoring criteria/tools and a review of approximately more than 40 applications. The process concluded with the selection of Leo Sandoval, as the new Director of Liquor Control starting in June 2021.

### **Police Commission**

Police Commission Rules Amendments

- Working on substantive amendments to the rules to update the rules in light of recent court decisions.

Investigated six (6) complaints and determined:

- 4 - Exonerated (absolved from blame or wrongdoing)
- 1 - Out of (not within the commission jurisdiction)
- 1 - Forwarded to Kaua'i Police Department per the request of the complainant
- 0 - Unfounded (lacked foundation)
- 0 - Not Sustained (inadequate evidence to prove the complaint)

Investigated two internal complaints and concluded:

- Investigation #1, Not sustained (no evidence to support claims)
- Investigation #2 – Not sustained



**IV. BUDGET**

Expense Description	FY 2019	FY 2020	FY 2021
Personnel (FTE)	5.0	5.0	5.0
Salaries and Wages	\$ 481,684	\$ 497,311	\$ 540,049
Operations	\$ 151,797	\$ 200,628	\$ 114,001
Equipment	0	0	0
Program Total	\$ 633,481	\$ 697,939	\$ 654,050

**V. ACCOMPLISHMENTS/EVALUATION**

Some of the accomplishments of the Office of Boards and Commissions include:

- A. COVID-19: The Office of Boards and Commissions served on the Kauai Economic Recovery Strategy (KERST) Team by leading the development of recommendations and prioritization strategies for public health, which was one of the eight sectors that included Finance, Future: Sustainability and Technology, Agriculture, Construction and Public Works, Education, Tourism and Business and Data.

The Office of Boards and Commission served as the administrative grant manager for Non-profit Economic Loss Support Grants, one of the five targeted activities which included Food Support Services & Grants, Mental Health & Domestic Violence Prevention, Small Business Loans and other Business Support Grants, and Social Distanced Summer Fun designated for CARES Act funding. A volunteer committee was convened and reviewed 40 proposals requesting over five million in assistance and selected ten organizations. During the next five months, grant management included the execution of contracts, the review of monthly programmatic and fiscal reports, recording/processing of grant disbursements and all final grant documents.

- B. KEMA: For almost a year (August – May), the Office of Boards and Commissions staffed KEMA’s Modified Quarantine Request Office with two staff shifts per day, seven days a week including holidays. During this time, the Office also continued to provide support services and conduct the regular meetings of seven Boards and Commissions: Board of Ethics, Board of Review, Civil Service Commission, Fire Commission, Liquor Control Commission, Planning Commission and the Police Commissions. Additionally, the Office conducted meetings for the Committee on the Status of Women, the Historic Preservation Review Commission and the Public Access, Open Spaces and Natural Resources Preservation Fund Commission on as needed basis. All other Boards and Commissions were put on hiatus.
- C. Appointments: Over the past year, there were four resignations for a total of twenty-seven vacancies. The office was successful in filling a total of eight vacancies and

maintaining ten reappointments. Of the eighteen new appointments and reappointments, ten were female in an effort to maintain gender equity standards.

- D. Hiring & Human Resources: Of the fourteen boards and commissions, six of them are directly responsible for the hiring, firing, and performance evaluations of the corresponding heads of the Department. Thus, many of the actions of the board or commission are essentially human resource related. Since 2019, B&C has worked collaboratively with the Police, Civil Service, Fire and finally the Liquor Control Commissions to hire the respective department heads. This involved creating position specific job advertisements, job descriptions, essay/interview questions and a total of six unique criteria/scoring tools that led to their final decisions and hiring. The latest being the Director of Liquor Control on June 1, 2020.

Since the hiring of the Chief of Police, the Fire Chief, the Director of Human Resources, and the Director of Liquor Control, the Office has worked with these Commissions to formalize goals and objectives and the job performance evaluation process and the necessary forms and tools.

Additionally, some Commission have elected to solicit department wide or County wide input as part of the evaluation process or as a climate assessment.

- The Office worked with the Civil Service Commission to design and conduct an electronic survey of all human resources staff, department heads and the Office of the Mayor to solicit their input on the performance of the Director of Human Resources. B&C staff created the electronic survey, collected all responses and produced comprehensive reports for the Commission's review.
- The Police Commission is in process of creating an extensive electronic Climate Assessment survey which solicit input from all department staff that is scheduled to be issued before the end of 2021.

- E. Training: Due to COVID-19, the Office continued learn about Microsoft Teams and worked with each Board, Commission and Committee as a group and individually to provide training on Microsoft Teams to transition to virtual meetings.

- To increase training participation and the quality of training, the Office continues to transition to individual training and orientation for each in-coming member of a Board, Commission or Committee. Although, these efforts were substantially derailed by assuming the KEMA operations, we will be working on providing digital training to County employees and Boards and Commission volunteers.

- F. Go Digital: The transition to digital records has largely been accomplished. The on-going emphasis has now shifted to maintaining all files digitally. Additionally, most of the boards, commissions and committee materials are being distributed electronically vs. 100% paper distribution of the past.

- F. Environment for Excellence: The relocation of the Office has largely been accomplished. The few remaining items on the punch list are the installation of a glass front door and a security camera for the back door. The delivery of the glass door has been hampered by COVID related product delays. Thus, the focus has shifted to improving the remaining Office spaces which include B&C's conference room and the 2A/2B Mo`ikeha Conference Room. Both conference rooms were thoroughly cleaned, all broken items and trash removed and disposed. Both areas were painted, and necessary repairs completed. Previous to COVID-19, a large screen monitor was purchased and installed in the B&C Conference Room. However with COVID-19 and Act 220 (new amendments to the Sunshine Law governing remote meetings), the next step will be installing the necessary equipment and technology for audio and visual conferencing.