



Office of the Mayor

Fiscal Year 2022 Annual Report

July 1, 2021 – June 30, 2022

Derek S.K. Kawakami

Mayor

OFFICE OF THE MAYOR

I. MISSION STATEMENT

The County of Kaua‘i 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 Kaua‘i 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 Kaua‘i 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 Kaua‘i.
3. Serve as liaison between the Kaua‘i 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

Through the fiscal year 2021-2022, the Office of the Mayor's highest priority continued to be response to the COVID-19 pandemic. The Incident Management Team comprised of leaders from our various county and state departments, as well as community and businesses, adapted to the best course of action to ensure the health of our island residents and economic well-being. Effective March 1, 2022, Mayor Kawakami repealed Emergency Rule 28 which limited social gatherings and required large events to ensure attendees were either fully vaccinated or showed proof of a negative COVID test. Repealing this rule ended the county's last emergency rule for COVID-19. On March 25, 2022, Governor Ige ended the Safe Travels Program for the state.

The County of Kaua'i continues to support the Department of Health with COVID testing daily at the Kaua'i War Memorial Convention Hall, and on alternating days at the Hanalei, Kalaheo, Kekaha, and Lihu'e Neighborhood Centers, and the Bryan J. Baptiste Sports Complex. Additionally, three distributions of free at home testing kits were provided to Kaua'i residents.

Weekly video updates, which can be found on the official County of Kaua'i Facebook page and webpage, continue to update our residents and visitors with information not only on COVID testing, vaccinations, case counts, resources, and assistance, but other information ranging from road work to announcements of workshops to celebrations of victory.

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. While some departments have returned to pre-COVID work schedules other departments continue to have workers on a 4/10 work schedules and/or telework.

Along with providing options for safe and healthful choices in response to the COVID pandemic, the Office of the Mayor has focused on developing and improving our infrastructure. At the forefront is affordable housing. After the previous success opening Kealaula on Pua Loke, a 29-unit rental housing project for families transitioning out of homelessness with support services, we focused our sights across the street. The Pua Loke Street Apartments in Lihu'e opened in July 2021 providing 54 affordable housing units. The complex is near to public transit, schools, and the Kukui Grove Shopping Center. Pua Loke is comprised of 15 one-bedroom units, 24 two-bedroom units, and 15 three-bedroom units. Most units are available to residents making 60% or less of the Area Median Income (AMI), but some of the units are 100% AMI and for families experiencing homelessness.

Additionally, with the infrastructure complete in the first phase of the Lima Ola affordable housing project in ‘Ele‘ele, the County selected the Ahe Group LLC to develop two proposed affordable rental housing projects in Phase I of Lima Ola. The first project will be a 45-unit multi-family project consisting of one, two, and three bedroom units for low-income households; the second project will be 40 one and two bedroom units for low income seniors.

The GET County surcharge provides an excellent funding mechanism to improve our transportation infrastructure. Just under 34 lane miles were paved during the FY22 bringing the total of miles paved since 2019 to just under 120 lane miles. An inspection program for County bridges and culverts focuses to improve the safety and mobility of our residents and visitors.

With this same goal, the Office of the Mayor again supported the Planning and Public Works Departments’ second 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.

Additionally, to increase safety and mobility, the County is studying and identifying how we can partner with the private sector to develop mobility hubs across the island. The Office of the Mayor supports the work of the Office of Economic Development in laying the foundation to reduce congestion on our roads by promoting diverse mobility choices.

The Office of the Mayor continues to support the Planning Department’s development of the County Climate Adaptation Plan. The plan will analyze our climate vulnerability as well as other risks and provides 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.

IV. BUDGET

	FY 2022 – BUDGETED	FY 2022 – ACTUAL
Salaries	\$ 1,135,835	\$ 1,33,878
Employee Benefits	\$ 717,870	\$ 713,863
Operations	\$ 379,515	\$ 334,895
Total	\$ 2,233,220	\$ 2,182,636

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.

The Office of Boards and Commissions serves several customers: the public, the volunteer Board members and Commissioners, County departments and personnel and other government departments and personnel. Thus, this goal and objective has been broadened from its narrow focus of initially converting all forms to an electronic format to include meeting access and volunteer training.

Meetings.

Status: Ongoing. The onslaught of COVID-19 posed several challenges and opportunities. The first was quickly transitioning to virtual meetings which meant training all Board members and Commissioners how to attend meetings virtually. Some volunteers did not have a computer or did not have a reliable internet connection, so they were accommodated with computer access in our conference room. On January 1, 2022, new Sunshine Law regulations for virtual meetings went into effect and the Governor and Mayor lifted all emergency proclamations at the end of March 2022. All meetings were transitioned back to a combination of in-person and remote meetings which continues today. Plans are underway to install the necessary video conferencing capabilities for the Boards and Commissions (B&C) conference rooms and 2A/2B Mo'ikeha Conference room. In the interim, additional microphones were purchased and replaced and a camera was purchased.

Training.

Status: Ongoing. 90% completed. An individualized training curriculum was developed and instituted on January 1, 2022. All in-coming volunteers receive either a hard copy or digital copy of a resource manual containing, the Kaua'i County Charter, Kaua'i County Code, County Code, Code of Ethics, the Sunshine Law, the Uniform Information Practice Act and the rules of their specific Board or Commission. The training was designed to provide a basic foundation to each volunteer. Everyone receives the training at their convenience on their duties as a Board member or

Commissioner, the responsibilities of the specific Board or Commission, relevant sections of the County Charter, the Code of Ethics, the Sunshine Law, Uniform Information Practice Act, Robert Rules of Order, and meeting protocol. This curriculum dovetails with the training provided by departments on specifics like the General Plan for the Planning Commissioners.

Forms:

Status: Ongoing. 30% of all forms were converted to user friendly fillable forms that can be electronically submitted upon completion directly to the Office of Boards and Commissions (B&C). The latest form converted is the Board of Review's Decision form. This form is initially generated by the Finance Department and completed by the Board of Review's Chair with the assistance of the B&C's Support Clerk. Once it has been signed by the Board of Review's Chair and the Finance Director, this form is sent to the appellants to notify them of the Board of Review's decision on their tax appeal. The B&C Office worked with the Real Property Assessment Division to allow for electronic signatures and for overall improvement and clarity.

2. Go digital; transition to digital records and meeting materials.

Status: On-going. Approximately, 95% of all paper files has been transferred to digital records. There remain a few boxes of inherited taped cassettes that need to be addressed. The emphasis has shifted 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. This goal and objective has been broadened to encompass reviewing all practices to transition to a digital format as much as possible similar to the volunteer training and training resource manual.

3. The Office of Boards and Commissions will provide an environment for excellence; improve physical office function and space.

Status: 99% accomplished, on-going. The first phase of improving the physical office function and space has for the most part been completed. The main outstanding item of the glass front door and signage was installed, and the only remaining item is the security camera for the back door. The focus has shifted to maintaining the office, B&C's conference room and the 2A/2B Mo'ikeha Conference room in its current state. With COVID-19 and Act 220 (new amendments to the Sunshine Law governing remote meetings), plans are in place to install the necessary video conferencing equipment and technology for both rooms.

B. Duties/Functions

The Office of Boards and Commissions (B&C) oversees 14 boards and commissions, as well as four advisory committees comprising a maximum total of 126 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 Boards or Commissions as well as three 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 were significantly delayed. This past year has been spent attending to the backlog of delays from the previous year. Being a small office of six staff, these efforts were hampered by the absence of a staff member for a significant part of the year.

Boards and Commissions:

- | | |
|---------------------------|--------------------------------|
| Board of Appeals | Historic Preservation Review |
| Board of Ethics | Commission |
| Board of Review | Liquor Control Commission |
| Board of Water | Planning Commission |
| Charter Review Commission | Police Commission |
| Civil Service Commission | Public Access, Open Spaces & |
| Cost Control Commission | Natural Resources Preservation |
| Fire Commission | Fund Commission |
| | Salary Commission |

Committees:

- Arborist Advisory Committee
- Committee on the Status of Women
- Kaua'i County Voters with Special Needs Advisory Committee
- 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:

Kelly Gentry – Chair

John Latkiewicz – Vice Chair
Ryan de la Pena - Secretary
Susan Burriss
Rose Ramos-Benzel
Dean Toyofuku
Mia Shiraishi (term ended 12/31/21)

Meetings Held:
Regular – 12, Executive – 12

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:

Katherine L. Otsuji – Chair
Stella B. Fujita – Vice Chair
Craig A. De Costa
Jerry Nishihira
Chris A. White

Meetings Held:
Regular – 12, Executive – 11

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:

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

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:

Lori Koga – Chair

Jan TenBruggencate – Vice Chair

Bronson Bautista

Reid Kawane

Marissa Sandblom

Coty Trugillo

Virginia Kapali (term ended 12/31/21)

Patrick Stack (resigned)

Meetings Held:

Regular – 10, Executive – 0, Special Sessions – 2

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:

Jeffrey Iida – Chair

Beverly Gotelli – Vice Chair

V. Pamai Cano

Francis Kaawa

Shelley Konishi

Lauren O'Leary

Vonnell Ramos

Jennifer Carter (resigned)

Fely Faulkner (term ended 12/31/21)

Beth Tokioka (resigned)

Meetings Held:

Regular – 10, Executive – 6, 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 – Vice Chair
Deena Fontana Moraes – Treasurer
Darcie Yukimura – Secretary
Angela Hoover
Kathy Crowell
Monica Kawakami
Edith Ignacio Neumiller (Ex-Officio)
Erika Valente (resigned)

Meetings Held:

Regular – 3

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:

None

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:

Chad K. Pacheco – Chair
Jen Chahanovich – Vice Chair
Alfredo C. Garces Jr.
Linda Kaauwai-Iwamoto

Alfred Levinthol
Michael Martinez
Rodney Yama
Thomas M. Nizo (term ended 12/30/21)

Meetings Held:
Regular – 12, Executive – 1, Special Session - 1

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

Meetings Held:
Regular – 8, Executive – 1

Due to COVID – 19, meetings have been limited.

Kaua'i County Voters with Special Needs Advisory Committee

Created by Act 213, this Advisory Committee was formed in September of 2021. The purpose of this Committee shall be to ensure equal and independent access to voter registration, casting of ballots and all other county elections division services. The Committee shall review election procedures, services, and technology and access to information, and shall make recommendations to the office of elections.

Members:
Kimberly Blaum - Chair
Joseph Thomson – Vice Chair
Ann Lemke
Angenette Molina
Marjorie Works

Meetings Held:
Regular – 1

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:

Dee Crowell – Chair
Leland Kahawai – Vice Chair
Lorna Nishimitsu
Randall Nishimura
Tess Shimabukuro
William Gibson (term ended 12/31/21)
Gary Pacheco (term ended 12/31/21)

Meetings Held:

Regular – 20, Executive –10

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:

Helen Cox – Chair
Francis DeGracia – Vice Chair
Donna A. Apisa
Gerald Ako
Lori Otsuka
Melvin Chiba (resigned)
Glenda Nogami Streufert (term ended 12/31/21)

Meetings Held:

Regular – 17, Executive – 8, Subdivision Sessions – 12

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:

Gerald Bahouth – Chair
Jonelle Leina‘ala Jardin – Vice Chair
Monica Belz
Andrew Bestwick
Roy Morita
Catherine Adams (term ended 12/31/21)
Mary Kay Hertog (term ended 12/31/21)
Kevin Mince (term ended 12/31/21)
Dean Pigao (resigned)

Meetings Held:

Regular – 10, Executive – 10

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:

Shaylyn Kimura – Chair
Nancy Kanna – Vice Chair
Taryn Dizon
Johnathan Lucas
Mark Ono
Robin Pratt
Karen Ono (term ended 12/31/21)
Erica Taniguchi (resigned)

Meetings Held:

Regular – 4, Executive – 1

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:

Patrick Ono - Chair
Laurie Yoshida – Vice Chair
Trinette Kaui
Kenneth Rainforth
Howard Leslie

Meetings Held:

Regular – 5

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 12 Contested Cases.

B. Program Highlights

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

Board of Ethics

- 0 – Advisory Opinions Issued.
 - ♦ 2 requests made; 2 requests withdrawn
- 1 – Complaint remains under investigation.
- 5 – Complaints received; 5 complaints rejected for lack of specificity
- Drafted Bill No. 2830, A bill for an Ordinance amending Chapter 3, Kua’i County Code 1987, as amended, relating to financial disclosures which was adopted by the County Council and signed into law. This ordinance operationalizes the earlier charter amendment that proposed by the Board of Ethics and was ultimately adopted by voters in 2020. The charter amendment expanded the list of county officials and employees required to file ethics disclosures.
- Public Hearing held to amend Rule 3 of the Board’s Rules and Regulations to expand the categories of individuals required to file disclosures as well as to clarify that the disclosures of regulatory employees are not open for public inspection.

Board of Review (BOR)

- Conducted 253 tax appeal hearings vs. last fiscal year's 146 tax appeal hearings. The results are as follows:
 - ♦ 44 - Sustained (BOR approves the county's assessment)
 - ♦ 13 - Adjusted (BOR ruled in favor of the appellant)
 - ♦ 30 - Stipulations (BOR approved the settlement between the appellant and the county. Settlements favor the appellant)
 - ♦ 26 - Withdrawn
 - ♦ 104 - Invalid/Dismissed
 - ♦ 36 - Pending/Reschedule
 - ♦ 0 - Complaints
- Members attended B&C orientation and Basic Sunshine Law & BOR Procedures training

Board of Water (BOR)

- The Board of Water has managed the loss and transition of several Managers and Chief Engineers since July 2020. On October 1, 2021, the Board the hired a new Manger and Chief Engineer.

Charter Review Commission

The following four Charter Amendment questions were adopted by the Commission for placement on the ballot for the 2022 General Election.

- Prosecutor Vacancy - Shall the County Charter be amended to require that future elections for Prosecuting Attorney occur at the same time as the County's regularly scheduled elections?
- Electric Power Authority - Shall the Charter be amended to remove Article 30 which allows the County Council to create an electric power corporation?
- Salary Commission - Shall the Charter be amended to give the Salary Commission the authority to establish the maximum salary for elected and appointed officials?
- Surety Bonds - Shall the Charter be amended by removing the portion of section 19.17 that requires surety bonds for certain officers and employees?

Two other proposals were also discussed, ranked choice voting and districting for the County Council. The proposal for ranked choice voting was withdrawn and the proposal for districting was deferred.

Civil Service Commission

- 1 – Appeal filed; hearing is in process.
- Commission received a memorandum from Councilmember Cowden requesting the rescission of the county employment policy regarding new employees to be vaccinated for COVID-19.
- Finalized new performance evaluation tool.

Committee on the Status of Women

Initiated the following events:

- Breast Cancer Awareness – October 2021
 - ♦ Promoted awareness by lighting up the historic county building and for the first time the Mō'ikeha Building as well, displayed a banner and issued a press release.

- County of Kaua'i Report (Aug 2021) on the Resolution to Supporting and Urging Equity, Inclusion, and Social and Economic Justice Principles in COVID-19 Related Recovery Initiatives.
 - ♦ The Resolution was based on the Hawai'i State Commission's Status of Women's plan called "Building Bridges, Not Walking on Backs," which was the nation's first feminist economic recovery plan for COVID-19. Kaua'i County became the third county in the nation to adopt the economic recovery plan via the Resolution and Kaua'i County became the first county in the State to issue its report.
- Ma'i Movement – June 2022
 - ♦ Purchased 140 period product kits to be distributed to organizations working with houseless individuals.

Fire Commission

- On July 16, 2022, the Commission hired a new Fire Chief effective June 23, 2022. On May 26, 2021, the Commission was informed of the sudden and unexpected resignation of Fire Chief Goble. The Fire Commission acted decisively to perform its due diligence to provide the department with stability, leadership and to ensure that the momentum established with respect to achieving the department's goals and objectives continued.

Liquor Control Commission

- Created and implemented a six month and annual job performance evaluation tool with fillable fields which will result in a comprehensive evaluation report.
- Amended the Rules of the Liquor Control Commission to clarify fines for the first, second and third violations as a maximum.
- Initiated the creation of a department assessment and a strategic plan integrated into the performance evaluation.

Police Commission

Police Commission Rules Amendments

- Working on substantive amendments to the rules to update the rules in light of recent court decisions.
- Investigated 11 complaints and determined:
 - ♦ 2 – Unfounded (The charge is not based on facts or the incident upon which the charge is based did not occur.) The Commission found the complaint lacked foundation.
 - ♦ 2 - Exonerated (The incident upon which the charge is based occurred, but the employee's actions were lawful and proper.) The Commission absolved the employee from blame or wrongdoing)
 - ♦ 2 - Not Sustained (There is not sufficient evidence of misconduct to sustain the charge or justify disciplinary action.) The Commission found inadequate evidence to prove the complaint.
 - ♦ 1 - Sustained (There exists sufficient evidence to misconduct to sustain the charge or justify disciplinary action.) The Commission found sufficient evidence to sustain the complaint. One complaint was investigated, and Commission upheld the investigation report finding of no evidence to support the claims and therefore found the complaint was not sustained.

- ♦ 1 - Invalid/Ineligible (The Commission determined the complaint was a third-party complaint and therefore invalid.
- ♦ 2 - Forwarded to Kaua'i Police Department per the request of the complainant
- ♦ 2 – Untimely (The Commission determined the complaints were filed pass the 30 days from the date of occurrence as required by the Commission rules.)

Public Access, Open Spaces & Natural Resources Preservation Fund Commission

- Submitted its [Biennial Report](#) on February 2022 which lists the Commissions priority recommendations, updates, highlights and proposals on-hold.

IV. BUDGET

Expense Description	FY 2020	FY 2021	FY 2022
Personnel (FTE)	5.0	5.0	5.125
Salaries and Wages	\$ 497,311	\$ 540,049	\$605,829
Operations	\$ 200,628	\$ 114,001	67,369
Equipment	0	0	0
Program Total	\$ 697,939	\$ 654,050	\$673,198

V. ACCOMPLISHMENTS/EVALUATION

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

- A. Dual Use of Cannabis Task Force: The Administrator of the Office of Boards and Commissions has served as the County representative on this task force since April 2022. The Task Force was created to explore the development of a dual system program of the legalization for cannabis and the impacts of legalization of cannabis on qualifying patients, including access to medical cannabis by qualifying patients and submit a report to the 2023 legislature. To work on sections of the report the Task Force created five subcommittees: tax, social equity, market structure, medical use, and public health & safety. The Administrator is a member of the Tax Working Group that is tasked with identifying and making recommendations on the types of tax structures for medical cannabis and adult-use cannabis programs that would provide benefits to Hawaii, including identification of tax rates for each program.
- B. Kaua'i County Voters with Special Needs Advisory Committee: Created by Act 213, this Advisory Committee was formed in September of 2021. The purpose of this Committee shall be to ensure equal and independent access to voter registration, casting of ballots and all other county elections division services. The Committee shall review election procedures, services, and technology and access to information, and shall make recommendations to the office of elections. All members were appointed on September 23, 2021 and trained. The Committee held its first meeting on January 27, 2022.

- C. KEMA: For almost a year (August 2020 – May 2021), 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 meetings of ten Boards and Commissions. All support functions like the timely posting of minutes were significantly delayed. This past year has been spent attending to the backlog of delays from the previous year. Being a small office of six staff, these efforts were hampered by the absence of a staff member for a significant part of the year.
- D. Appointments: Over the past year, there were seven resignations and 11 volunteers that served their full terms creating a total of 18 vacancies. The office was successful in filling 22 vacancies. Of the 22 new appointments and 13 reappointments, ten and six respectively were female to maintain gender equity standards.
- E. 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. These Commissions have continued to work on formalizing, developing, and improving the job performance evaluation process and tools including goals and objectives and monthly report forms.

Additionally, at the direction of the Police Commission, B&C created and deployed a department wide Climate Assessment on October 25 – November 2, 2021. Two digital assessments were created, one for command staff and a second one for all staff. B&C staff collated all the responses into five reports, one for overall responses, and separate reports for the Chief’s Office, Administrative & Technical Bureau, Investigative Services Bureau, and the Patrol Service Bureau.

On May 26, 2021, the Fire Commission was informed of Chief Goble’s intent to resign effective June 23, 2022. In three weeks, the Fire Commission acted decisively and appointed a new Fire Chief to provide the department with stability, leadership and to ensure that the momentum established with respect to the department’s goals and objectives continued. Finally, B&C staff worked with the Fire Department with its Change of Command Ceremony which took place on June 24, 2022.

- F. Excellent customer service: The Office of Boards and Commissions has several “customers”; the public, the volunteer Board members and Commissioners, County departments and personnel and other government departments and personnel. Thus, this goal and objective has been broadened from its narrow focus of initially converting all forms to an electronic format.

Meetings: The onslaught of COVID-19 posed several challenges and opportunities. The first was quickly transitioning to virtual meetings which meant training all Board members and Commissioners how to attend meetings. Some volunteers did not have a computer or did not have a reliable internet connection, so they were accommodated with computer access in our conference room. On January 1, 2022, new Sunshine Law regulations for virtual meetings went into effect and the Governor and Mayor lifted all emergency proclamations at the end of March 2022. This entailed training all volunteers on meeting protocols and incorporating new Sunshine Law regulations. All meetings were transitioned back to a combination of in-person and remote meetings which continues today. Plans are underway to install the necessary video conferencing capabilities for the Boards and Commissions (B&C) conference rooms and 2A/2B Mo'ikeha Conference room. In the interim, additional microphones were purchased and replaced and a camera was purchased.

Training: An individualized training curriculum was developed and instituted on January 1, 2022. All in-coming volunteers receive either a hard copy or digital copy of a resource manual containing, the Kaua'i County Charter, Kaua'i County Code, County Code, Code of Ethics, the Sunshine Law, the Uniform Information Practice Act and the rules of their specific Board or Commission. The training was designed to provide a foundation to each volunteer. Everyone receives the training at their convenience on their duties as a Board member or Commissioner, the responsibilities of the specific Board or Commission, relevant sections of the County Charter, the Code of Ethics, the Sunshine Law, Uniform Information Practice Act, Robert Rules of Order, and meeting protocol. This curriculum dovetails with the training provided by departments on specifics like the General Plan for the Planning Commissioners. Before each person is trained, the curriculum is reviewed, updated, and improved.

Forms: 30% of all forms were converted to user friendly fillable forms that can be electronically submitted upon completion directly to the Office of Boards and Commissions (B&C). The latest form to be converted is the Board of Review's Decision form. This form is initially generated by the Finance Department and completed by the Board of Review's Chair with the assistance of the B&C's Support Clerk. Once it has been signed by the Board of Review's Chair and the Finance Director, this form is sent to the appellants to notify them of the Board of Review's decision on their tax appeal. The B&C Office worked with the Real Property Assessment Division to have a fillable form, with electronic signatures and to improve the form overall with more information and clarity.

- G. 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. This goal and objective has been broadened to encompass reviewing all practices to transition to a digital format as much as possible similar to the volunteer training which is primarily done virtually and digital training resource manual.

- H. The Office of Boards and Commissions will provide an environment for excellence: The first phase of improving the physical office function and space has been accomplished. The main outstanding item of the glass front door and signage was installed, and the only remaining item is

the security camera for the back door. The focus has shifted to maintaining the office, B&C's conference room and the 2A/2B Mo'ikeha Conference room in its current state. With COVID-19 and Act 220 (new amendments to the Sunshine Law governing remote meetings), plans are in place to install the necessary video conferencing equipment and technology for both rooms.