



Office of the Mayor

Fiscal Year 2023 Annual Report

July 1, 2022 – June 30, 2023

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.

Excellent Effort – We strive for continuous improvement in everything we do.

III. PROGRAM DESCRIPTION

A. Objectives

1. Establish and direct basic policies and management guidelines of the executive departments, offices, and agencies of the County of Kauaʻi.
2. Serve as liaison between the Kauaʻi County Council and the Administration.
3. Oversee and execute the County operating budget.
4. Assist with citizens' concerns.
5. Facilitate State and Federal legislative agendas.
6. Coordinate internal communication between departments.
7. Coordinate external communication to the general public, State and Federal governments.

8. House the Office of Boards and Commissions.

B. Highlights

During the fiscal year 2022-2023, the Office of the Mayor shifted from an intense focus on the COVID-19 pandemic to the initial priorities when the Administration's tenure commenced in December 2018. These priorities include the guardianship of taking care of what we have, innovation through modernizing our systems and processes, and investing in our community.

With that focus, our Department of Public Works resurfaced and/or repaved 28.24 miles of County roads bringing the total resurface or repaved to 91.00 miles since 2020. Additionally, the Uhelekawawa Canal Bridge along Kūhiō Highway was widened to allow construction along the Ke Ala Hele Makale between the canal bridge to the Sheraton Coconut Beach Resort; the Maluhia Road and Kōloa Road resurfacing and improvements were completed; and sidewalks and crosswalks were constructed at King Kaumuali'i Elementary with the Safe Routes to School project. An inspection program for County bridges and culverts focuses on improving the safety and mobility of our residents and visitors.

In August 2022, the County was awarded a \$24.8 million Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant from the United States Department of Transportation (USDOT) for the Po'ipū Road Safety and Mobility project. 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. This application was the result of a collaboration with our Planning and Public Works departments and with support and input of community members and businesses.

With \$4.8 million in Act 35 funds expended over the last five years, we substantially completed improvements to our Hanalei Baseyard this fiscal year, improving conditions for our Hanalei-based Roads crews, Park caretakers, Ocean Safety Officers, as well as sharing space for the Department of Water. These improvements, which also included upgrading to an advanced aerobic septic system, mitigate the flood conditions often prevalent in Hanalei.

Our Department of Parks and Recreation completed Playcourt resurfacing of our tennis, pickleball, and basketball courts at Anne Knudsen Park in Kōloa; playground repairs at 'Ele'ele Nani Park, Kekaha Neighborhood Center, Wailua Homesteads Park, and Ōma'ō Park. Ongoing projects also include improvements to the Kapa'a Swimming Pool, the Hanapēpē Stadium, the hurricane hardening of the Kīlauea Neighborhood Center, and the Inclusive Playground with ADA improvements to the Waimea Canyon Park.

The rollout of our Human Resources Management System with Workday Payroll and Personnel system on December 19, 2022 marked a significant advancement to modernize

our County systems and processes. Training of department and division Workday managers, and subsequent training of employees to use the system required months of work from a dedicated and patient team tasked with the implementation. Field workers, from maintenance to ocean safety officers, generally without access to a desk or laptop, received electronic pads to log in, submit time sheets, and view their vacation and sick leave.

In addition to this development, our Finance Department has continued its efforts to implement Laserfiche automation to support existing business processes, with the automation of additional forms and processes, for procurement-related work. Daily Bank Activity, payroll, bank transfers, Real Property Trust Fund and Treasury Trust Fund activity, as well as files previously maintained as hard copies in Treasury are all stored only electronically in Laserfiche or on hard drive. These changes increase tremendously the efficiency and accuracy of our processes and transfer to better service to our customers.

Other departments, including the Fire Department, are utilizing the ElementsXS software to streamline reports and communication such as preschool inspections with the Department of Health and preschool managers. Our Parks department has transitioned all facility permit applications to the ElementsXS system as well as reporting of abandoned cats, maintenance issues, and other concerns. Our Transportation Agency's bus repair shop team also implemented the ElementsXS system to track work orders and improve their inventory management system.

This year, we launched Really Cool Maps on our County webpage under the Residents section. Really Cool Maps is the major component of our Geographic Information System (GIS) focusing on our County Road Resurfacing and Bridge Status. Viewers may access the progress of county roads under contract for repaving and bridges with their condition where available.

Our 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 ranging from road work to announcements of workshops to celebrations of victory. Weekly updates may also be viewed on our @mayor_derek_kawakami Instagram page.

In caring for our community, we continue to focus on addressing the shortage of affordable housing. With the success of Kealaula on Pua Loke, and the Pua Loke Street Apartments, we continued our mission. After completing the infrastructure for Phase I of the Lima Ola affordable housing project in 'Ele'ele, we broke ground on a 32 unit Supportive Housing Project for homeless families similar to Kealaula, a 45 unit Workforce rental project consisting of one, two, and three bedroom units for low-income households, and a 40 unit Senior rental project with one and two bedroom units for low income seniors. We are grateful for the Congressionally Directed Spending support from our federal delegation for this project and our other projects.

As we continue to build out Lima Ola, we have additionally assisted Habitat for Humanity, the Ahe Group, and other affordable housing development groups in securing state funding or other technical assistance. Developing more affordable housing is imperative

whether directly provided by the County or through assistance by the County to affordable housing development groups.

The Office of the Mayor continues to look to the future and supports the Planning Department’s development of the County Climate Adaptation Plan (CAP). 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. This fiscal year the CAP launched an online survey and conducted six public workshops in communities across the island focusing on adaptation strategies.

This year, the County of Kaua’i supported 19 community programs proposed by non-profits and their partners. The intent of the grant program is to provide benefits to the people of the County of Kaua’i via services or activities that meet a distinctive cultural, social, or economic need for which adequate federal or state funding cannot be secured.

Table 1. County of Kaua’i Community Grants

ORGANIZATION	PROJECT	AWARD
Kaua’i High School PAIRS PTSA	Class of 2023 Project Graduation	\$5,000.00
Kaua’i Search and Rescue	Gear and Equipment	\$2,500.00
Kaua’i Robotics Alliance	Kauaibots All-Island FRC Team 2023	\$2,500.00
Hawai’i Agricultural Foundation	Ag. Education for K-12 Students	\$2,500.00
Boys and Girls Club Hawai’i	After-School Programs for Kaua’i Youth	\$5,000.00
YWCA	Pride Parade 2023	\$5,000.00
Waimea Canyon Middle School PTSA	Instruments for WCMS School Band and Ukulele	\$5,000.00
Equine Therapy, Inc.	Wheelchair Accessible Carriage Program	\$5,000.00
Zonta Club of Kaua’i	Help Fund Scholarships for Kaua’i Women	\$5,000.00
Pihana Ka Ikena	Hale Pihana Ka Ikena	\$5,000.00
Kapaia Foundation	Koinobori Kaua’i	\$1,000.00
Garden Island Resource Conservation	Hokulea Keiki Wa’a	\$5,000.00
Kaua’i Museum	Kaua’i The Separate Kingdome	\$5,000.00
Hawai’i Food Bank	Increasing Local Protein Access - Phase II	\$10,000.00
Kaua’i Food Bank	Expansion of Kupuna Program with Focus on Locally Grown Food	\$10,000.00

Kaua'i North Shore Food Pantry	Weekly Food/Family Supply Distribution	\$5,000.00
Nourish Kaua'i 'ohana	Kōkua Kupuna Program	\$5,000.00
Hookipa Kaua'i	Kapa'a and Wailua Food Pantries	\$5,000.00
Waimea Project Grad 2010	Class of 2023 Project Graduation	\$5,000.00

IV. BUDGET

	FY 2022 – BUDGETED	FY 2022 – ACTUAL
Salaries	\$ 1,163,095	\$ 1,162,585
Employee Benefits	\$ 754,103	\$ 742,029
Operations	\$ 444,272	\$ 36,7534
Total	\$ 2,361,470	\$ 2,272,148

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: Completed, 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. Some volunteers did not have a computer or did not have a reliable internet connection, so they were accommodated with computer access in the B&C 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 the new meeting protocols and incorporating the new Sunshine Law regulations. Currently, the majority of meetings have transitioned back to in-person meetings, there are two bodies which have elected to conduct hybrid meetings, in-person and remote.

Training.

Status: Completed, Ongoing. An individualized training curriculum was developed and instituted on January 1, 2022. All in-coming volunteers receive digital links to serve as a resource manual containing, the Kaua'i County Charter, Kaua'i County Code, Code of Ethics, the Sunshine Law, the Uniform Information Practice Act, the rules and laws relating to their specific Board, Commission, or Committee. The training was designed to provide a foundation to each volunteer. Everyone receives the training at their convenience. The training includes their duties as a Board member, Commissioner or Committee member, the responsibilities of the specific Board or Commission or Committee, 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. Over the past year, all 21 volunteers were trained.

Webpage:

Status: 90% complete. In June 2023, the County refreshed the website and changed the look and navigation of all the County webpages. Including its homepage, B&C has 18 webpages. The office worked over the past 4 months to standardize and organize all the webpages so the public may easily find the information they are looking for. The office is still in the process of transitioning to new processes and procedures for posting agendas, minutes, other documents and maintaining the webpages.

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) as relevant. Currently, the office is updating and working on the electronic version of the Exceptional Tree Nomination Form for the Arborist Advisory Committee.

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

Status: Completed, On-going. The transition to digital records has been accomplished. The on-going emphasis has now shifted to maintaining all files digitally

and continuing the movement toward all things digital. Thus, this goal and objective has been broadened to encompass reviewing all practices to transition to a digital format as much as possible. Since last year, with just a few exceptions, volunteer training primarily continues to be conducted virtually and each volunteer is provided with an electronic training resource manual. During COVID, the agenda packets were hand delivered, or mailed and also sent electronically. Currently, agenda packets are primarily sent electronically and upon request mailed.

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

Status: 75% accomplished, on-going. The first phase of improving the physical office function and space was completed. The only remaining item was the security camera for the back door. Thus, the focus was shifted to maintaining the office, B&C's conference room and the 2A/2B Mo'ikeha Conference room in its current state. However, due to two unfortunate incidents, the status of this goal has decreased from 90% last year to 75% this year.

The office in the performance of its duties includes providing a meeting space and/or notification to individuals regarding the disposition of tax appeals, appeals, complaints or contested cases filed with the Board of Ethics, Board of Review, Civil Service Commission, Fire Commission, Liquor Commission, Planning Commission, and the Police Commission. Some individuals have directed their anger at the clerk for these bodies. In May, a safety/security assessment was performed on the office facility regarding the potential threat of a workplace violence incident. Initial safety measures were immediately put into place with other measures as such security cameras to follow.

Lastly, on June 19, 2023, parts of the County Civic Center flooded. Most of the wet building plans, documents and related furniture were placed in the 2A/2B Mo'ikeha Conference room. Unfortunately, this resulted in mold, mildew, and damage to this conference room, which will need to be totally refreshed. Additionally, the immediate impact of this meant that all Boards, Commissions and Committee meetings were shifted to the much smaller B&C Conference room.

B. Duties/Functions

The Office of Boards and Commissions (B&C) oversees 14 boards and commissions, as well as three advisory committees comprising a maximum total of 114 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.

The Office of 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 and county code including but not limited to applicable state and county ethics laws, the State Sunshine Law, and the Uniform Information Practices Act.

In 2018, the responsibilities of the Office of Boards and Commissions were expanded to include the oversight, coordination, and support of contested cases.

In an emergency, the office is also called upon to assist with the Kaua'i Emergency Management Agency operations (KEMA). Typically, this consists of staffing the call center. In 2020, this consisted of assisting with the COVID-19 information call center and enlarged to staffing KEMA's Modified Quarantine Request Office, two shifts a day, seven days a week for almost a year. The emergency operations and the absence of one staff member for most of this year greatly impacted B&C's normal operations which has been spent attending to the backlog of work that started in 2020. The office is currently in the final stages of addressing the work accumulation.

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
Elections Accessibility Needs Advisory Committee

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:

Lawrence Borgatti
Dr. David Lorence
Dan Kawika Smith
Sylvia G. Smith
Jodi Higuchi-Sayegusa – Deputy Planning Director

Meetings Held:

Regular – 0

No nominations have been received.

Board of Appeals

The board hears and determines appeals or petitions from the decisions or application of 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. 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 feasibility of this Board is currently being reevaluated.

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:

John Latkiewicz – Chair
Ryan de la Pena – Vice Chair
Rose Ramos-Benzel- Secretary
Kevin McGinnis
Dean Toyofuku
Chantal Zarbaugh
Susan Burriss (term ended 12/31/22)
Kelly Gentry (resigned)

Meetings Held:

Regular – 10, Executive – 8

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 the appellant is entitled to which all requirements are met; and
- The assessment methods are unconstitutional or in violation of state laws or county ordinances.
- The tax rate classification is incorrect according to Sec. 5A-6.4 or the Real Property Tax Classification Rules

Board Members:

Julie Caspillo – Chair

Katherine L. Otsuji – Vice Chair

Stella B. Fujita

Jerry Nishihira

Craig A. De Costa - (term ended 12/31/22)

Chris A. White - (term ended 12/31/22)

Meetings Held:

Regular – 12, Executive – 11

Board of Water Supply

The board manages, controls, and operates the waterworks of the county and all property thereof for the purpose of supplying water to the public and collects, receives, expends, and accounts 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:

Kurt Akamine - Chair

Julie Simonton – Vice Chair

Tom Shigemoto – Secretary

Micah Finnila

Lawrence Dill (Ex-officio, Dept. of Transportation District Engineer)

Ka’aina Hull (Ex-officio, Planning Director)

Troy Tanigawa (Ex-officio, County Engineer)

Gregg Kamm (term expired 12/31/22)

Meetings Held:

Regular – 12, Executive – 9, Special Sessions - 1

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:

Bronson Bautista – Chair
Coty Trugillo – Vice Chair
Jaclyn Kaina
Reid Kawane
Lori Koga
Marissa Sandblom
Jan TenBruggencate (term ended 12/31/22)

Meetings Held:

Regular – 4, Executive – 0

Civil Service Commission

The commission:

- Appoints and may remove the Director of Human Resources.
- Adopts rules and regulations to carry out the civil service and compensation laws of the State and County.
- Hears and determines appeals made by any individual aggrieved by any action of the Director of Human Resources or by any appointing authority.
- Advises the Mayor and Director of Human Resources on problems concerning personnel and classification administration.

Commissioners:

Beverly Gotelli - Chair
Lauren O'Leary – Vice Chair
Jeffrey Iida
Shelly Konishi
Aimee Lorenzo
Vonnell Ramos (term ended 12/31/22)
V. Pamai Cano (resigned)
Francis Kaawa (resigned)

Meetings Held:

Regular – 10, Executive – 7

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 the equality of women and girls by acting as a catalyst for positive change through collaborative programs, advocacy, and education.

Members:

Darcie Yukimura – Chair

Nicole Cristobal – Vice Chair

Sara Miura – Treasurer

Regina Carvalho – Secretary

Angela Hoover

Monica Kawakami

Emma White

Stephen F. Hall – (Ex-officio, Deputy County Attorney)

Edie Ignacio-Neumiller – (Ex-officio, Kauai Rep. Hi. State Commission on the Status of Women)

Kathy Crowell (term ended 12/31/22)

Deena Fontana Moraes (term ended 12/31/22)

Meetings Held:

Regular – 4, Executive - 1

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 reviews personnel costs, real property taxes, travel budgets and contract procedures to eliminate or consolidate overlapping or duplicative programs and services and provides a report and summary of recommendations.

Commissioners:

None

Meetings were suspended and will resume in July 2023.

Fire Commission

The Commission:

- Appoints and may remove the Fire Chief.
- Evaluates the Fire Chief.
- Reviews the department's rules for administration.
- Reviews the annual budget.
- Reviews the operations.
- Hears citizen complaints and recommends corrective action.

Commissioners:

Jen Chahanovich – Chair

Rodney Yama – Vice Chair

Alfredo C. Garces Jr.

Linda Kaaui-Iwamoto

Alfred Levinthol

Trevor Ford

Michael Martinez (term ended 12/31/22)

Chad Pacheco (term ended 12/31/22)

Meetings Held:

Regular – 10, Executive – 0

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

Lee Gately

Carolyn Larson

Stephen Long

Aubrey Summers

Victoria Wichman

James Guerber (term ended 12/31/22)

Meetings Held:

Regular – 7, Special (Site Visit) - 1

Elections Accessibility Needs Advisory Committee

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

Members:

Kimberly Blaum - Chair

Joseph Thomson – Vice Chair

Marjorie Works

Angenette Molina (term ended 12/31/22)

Ann Lemke (resigned)

Meetings Held:

Regular – 0

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:

Leland Kahawai – Chair
Lorna Nishimitsu - Vice Chair
Dee Crowell
Paul Endo
George Matsunaga
Tess Shimabukuro
Randall Nishimura (term ended 12/31/22)

Meetings Held:

Regular – 24, Executive – 6

Planning Commission

The Commission:

- Hears and determines applications for variances from zoning and subdivision ordinances.
- Reviews the general plan, development plans, zoning and subdivision ordinances and amendments.
- Advises the Mayor, Council and the Planning Director in matters concerning the planning program for the County.
- Adopts regulations.
- Prepares a capital improvement program.

Commissioners:

Francis DeGracia – Chair
Donna Apisa – Vice Chair
Gerald Ako
Helen Cox
Jerry Ornellas
Lori Otsuka
Glenda Nogami Streufert

Meetings Held:

Regular – 12, Executive – 7

Subdivision Committee

Gerald Ako – Chair
Donna Apisa – Vice Chair
Jerry Ornellas

Meetings Held:

Regular – 10, Executive - 1

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.

Commissioners:

Mary K. Hertog - Chair
Andrew Bestwick – Vice Chair
Monica Belz
John Calma
Walton Hong
Laurie Yoshida
Gerald Bahouth (term ended 12/31/22)
Roy Morita (term ended 12/31/22)
Jonelle Jardin (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:

Nancy Kanna – Chair
Jonathan Lucas – Vice Chair
Taryn Dizon
William Kinney
Mark Ono
Robin Pratt
Mai Shintani

Meetings Held:

Regular – 7

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
Trinette Kaui

Kenneth Rainforth
Howard Leslie (resigned)
John P. Venardos (resigned)
Laurie Yoshida – (resigned)

Meetings Held:
Regular –4

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 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 5 Contested Cases vs. 12 last year.

B. Program Highlights

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

Board of Ethics

- 2 – Advisory Opinions Issued.
 - ♦ 3 requests made; 1 request withdrawn
- 0 – Complaints received; 1 complaint was received in 2021, the investigation completed in 2023 and the board did not find sufficient grounds to move forward with the complaint.
- Amendments to 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 were adopted and noticed.

Board of Review (BOR)

- Conducted 550 tax appeal hearings vs. last fiscal year’s 253 tax appeal hearings. The results are as follows:
 - ♦ 63 - Sustained (BOR approves the county’s assessment)
 - ♦ 28 - Adjusted (BOR ruled in favor of the appellant)
 - ♦ 344 - Stipulations (BOR approved the settlement between the appellant and the county. Settlements favor the appellant)
 - ♦ 20 - Withdrawn

- ♦ 29 - Invalid/Dismissed
- ♦ 43 - Valid
- ♦ 23 - Pending/Reschedule
- ♦ 0 - Complaints
- Members attended Basic Sunshine Law & Board of Review Procedures training.

Charter Review Commission

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

- 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?

All measures were adopted by the voters except for the Surety Bonds question.

Civil Service Commission

A summary of Commission actions:

- 4 – Appeals; completed one appeal hearing from 2021 which was denied, one appeal was dismissed for lack of standing, and two appeals were denied.
- Completed the Director of Human Resources' annual evaluation for the period of February 16, 2021 to June 30, 2022.
- Completed salary adjustment effective January 1, 2023.
- Updated Director of Human Resources Goals and Objectives.
- Reviewed and revised the evaluation process and tools.
- Received Deputy County Attorney guidance on commissions interactions with a department head on April 4, 2023.

Committee on the Status of Women

Initiated the following events:

- Missing Murdered Native Hawaiian Women and Girls Task Force. Vice Chair was appointed as principal researcher for this report to the Hawai'i State Legislature.
- Carrying the Community Through Crisis: First Annual State of Women in Hawai'i Conference, was held virtually in July 2022. The Chair and Vice Chair attended and provided a panel presentation on Kaua'i's suicide rates.
- National Association of Commissions for Women Leadership Conference was held in Reno, Nevada in July 2022. Kauai's representative on the Hawaii State Commission on the Status of Women attended.
- Breast Cancer Awareness – October 2022
 - ♦ The Committee lead promoted awareness by lighting up the historic county building and for the first time the Mō'ikeha Building as well, displayed banners, set up a booth in the Rice Street Block party event, and issued a press release.

- Women’s History Month 2023, Essay Contest – The Vice Chair selected the theme of “Your silence will not protect you”, developed a scoring criterion as well as created and distributed informational/promotional materials to all schools on the island. The Essay Committee selected four students and distributed \$1,400 in prize money. Individual press releases announced and introduced the winners and publicized their essay.
- Period Products Activity – The Committee lead coordinated the purchase of 140 kits which were donated to three agencies that serve the houseless in a presentation ceremony with Mayor Kawakami, agency representatives, and Committee members which was covered by the Garden Island Newspaper along with a press release. In May 2023, over \$1,400 was spent on 540 kits and 32 cases of bulk products which will be distributed to Maui. Distribution details are currently being finalized.

Fire Commission

- Completed the Fire Chief’s six-month evaluation for the period of July 1, 2022 to December 31, 2022.
- Completed salary adjustment effective January 1, 2023.
- Updated Fire Chief’s Goals and Objectives for FY 2023 – 2024.
- Fire Rescue International Conference in Texas, two Commissioners attended.
- Hawaii Fire Chief’s Association Conference on the Big Island, two Commissioners attended.

Liquor Control Commission

A summary of Commission actions:

- 19 – Adoption of Decision & Orders
- 18 – Adjudication Hearings conducted
- 15 – Public Hearings conducted
- 233 – Licenses Issued
- 20 – Violation Reports received
- Completed the Director of Liquor Control annual evaluation for the period of July 1, 2021 to June 30, 2022.
- Created a monthly, quarterly, and annual report forms for the Director of Liquor Control.
- Updated the Director of Liquor Control’s Goals and Objectives for FY 2022 – 2023.
- Completed the salary adjustment effective January 1, 2023.

Police Commission

- Investigated 18 complaints and determined:
 - ♦ 0 – 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.
 - ♦ 3 - 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)
 - ♦ 9 - 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.

- ♦ 3 - 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.
- ♦ 0 - Invalid/Ineligible (The Commission determined the complaint was a third-party complaint and therefore invalid.
- ♦ 2 - Forwarded to the Kaua'i Police Department per the request of the complainant
- ♦ 1 – Untimely (The Commission determined the complaints were filed pass the 30 days from the date of occurrence as required by the Commission rules.)
- Completed the Chief of Police’s annual evaluation for the period of July 1, 2021 to June 30, 2022.
- Completed the salary adjustment effective January 1, 2023.
- Initiated the process to retain services of Gallup, Inc. to conduct a climate assessment.
- Reviewed and revised the evaluation process and tools.
- Continued a three-year process of working on substantive amendments to the rules to update the rules in consideration of recent court decisions and issues.
- State Police Commissioners Conference in Honolulu, two Commissioners and the clerk attended.

Salary Commission

- Proposed a charter amendment to the Charter Review Commission giving the Salary Commission the authority to establish the maximum salaries for elected and appointed officials which was adopted by the voters.
- Adopted Salary Resolution No. 2022-1, setting the maximum increases for all elected and appointed officers of the county as defined in Section 23.01D of the Charter.
 - ♦ Five percent (5.0%) for the period of January 1, 2023 – June 30, 2023.
 - ♦ Five percent (5.0%) for the period of July 1, 2023 – June 30, 2024.
 - ♦ Five percent (5.0%) for the period of July 1, 2024

The Salary Resolution became law on September 8, 2022, when it was received for the record by the County Council. This was the most significant Salary Resolution since 2012, in that it proposed three increases over the period of a year and a half.

IV. BUDGET

Expense Description	FY 2021	FY 2022	FY 2023
Personnel (FTE)	5.0	5.125	6.0
Salaries and Wages	\$ 540,049	\$605,829	\$659,143
Operations	\$ 114,001	67,369	\$129,519
Equipment	0	0	\$9,197
Program Total	\$ 654,050	\$673,198	\$797,859

V. ACCOMPLISHMENTS/EVALUATION

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

- A. 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 this year. The office is currently in the final stages of addressing the work accumulation.
- B. Appointments: Over the past year, there were seven resignations and 14 volunteers that served their full terms, creating a total of 21 vacancies. The office was successful in filling 21 vacancies. In addition to the 21 new appointments there were 14 reappointments. With respect to gender equity, as of June 30, 2023, there are 37 men and 47 women serving on various Boards, Commissions or Committees.
- C. 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 the Liquor Control Commissions to hire the respective department heads. These Commissions continued to work on developing and improving the job performance evaluation process and tools including goals and objectives and monthly report forms.

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. This Commission continues to work collaboratively with the new Fire Chief on his goals and objectives.

The implementation of the County’s internal electronic payroll system was a monumental endeavor. Along with all County departments and employees, this office and staff were transitioned and trained on this new system. For the most part, this has been largely accomplished, however even six months later, staff are still learning the basics as well as the numerous features and information the system provides.

- D. 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 on 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 the B&C 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 the new meeting protocols and incorporating the new Sunshine Law regulations. Currently, the majority of meetings have transitioned back to in-person meetings, there are two bodies which have elected to conduct hybrid meetings, in-person and remote.

Training: An individualized training curriculum was developed and instituted on January 1, 2022. All in-coming volunteers receive digital links to serve as a resource manual containing, the Kaua'i County Charter, Kaua'i County Code, Code of Ethics, the Sunshine Law, the Uniform Information Practice Act, the rules and laws relating to their specific Board, Commission, or Committee. The training was designed to provide a foundation to each volunteer. Everyone receives the training at their convenience. The training includes their duties as a Board member, Commissioner or Committee member, the responsibilities of the specific Board or Commission or Committee, 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. Over the past year, all 21 volunteers were trained.

Webpage: On June 2023, the County refreshed the website and changed the look and navigation of all the County webpages. Including its homepage, B&C has 18 webpages. The office worked over the past 4 months to standardize and organize all the webpages so the public may easily find the information they are looking for. The office is still in the process of transitioning to new processes and procedures for posting agendas, minutes, other documents and maintaining the webpages. In the next year, the office will be using the new software to standardize minutes and agendas. Under this new format, agendas will include live links to agenda packet materials.

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). Currently, the office is updating and working on the electronic version of Exceptional Tree Nomination Form for the Arborist Advisory Committee.

- E. **Go Digital:** The transition to digital records has been accomplished. The on-going emphasis has now shifted to maintaining all files digitally and continuing the movement toward all things digital. Thus, this goal and objective has been broadened to encompass reviewing all practices to transition to a digital format as much as possible. Since last year, with just a few exceptions, volunteer training primarily continues to be conducted virtually and each volunteer is provided with an electronic training resource manual.

Agenda packets: During COVID, the packets were hand delivered or mailed, and also sent electronically. Currently, agenda packets are primarily sent electronically and upon request mailed.