

Marissa Sandblom  
Chair  
Jan TenBruggencate  
Vice Chair

Members:  
Virginia Kapali  
Carol Suzawa  
Patrick Stack  
Lori Koga Reid  
Kawane

**COUNTY OF KAUA'I CHARTER REVIEW COMMISSION  
NOTICE OF MEETING AND AGENDA**

Monday, February 24, 2020 3:00  
p.m. or shortly thereafter  
Mo'ikeha Building, Meeting Room 2 A/B  
4444 Rice Street, Līhu'e, HI 96766

**CALL TO ORDER**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES**

Open Session Minutes of January 27, 2020

**COMMUNICATIONS**

- CRC 2020-02 Confidential communication received from First Deputy County Attorney Nicholas Courson dated February 13, 2020 regarding CRC-2019-06 proposing an amendment to Charter Section 20.04 (A) relating to the disclosure requirements.
- CRC 2020-03 Confidential communication received from First Deputy County Attorney Nicholas Courson dated February 13, 2020 regarding CRC-2019-09 proposing an amendment to Charter Section 28.01, 28.02, 28.04 relating to the name, goal and duties of the Cost Control Commission.
- CRC 2020-04 Confidential communication received from First Deputy County Attorney Nicholas Courson dated February 13, 2020 regarding CRC-2019-21 A proposing amendment to Charter Section 13.02 relating to the requirements for the position of County Engineer.
- CRC 2020-05 Confidential communication received from First Deputy County Attorney Nicholas Courson dated February 13, 2020 regarding CRC-2019-21 B proposing amendment to Charter Section 13.02 relating to the requirements for the position of County Engineer.
- CRC 2020-06 Confidential communication received from First Deputy County Attorney Nicholas Courson dated February 13, 2020 regarding CRC-2020-01 proposing an amendment to Charter Section 20.05(D)(2) relating to ethics advisory opinions.
- CRC 2020-07 Confidential communication received from First Deputy County Attorney Nicholas Courson dated February 14, 2020 regarding CRC-2019-05 proposing an amendment to Charter Section 11.04 relating to the minimum requirements for the position of Chief of Police.

- CRC 2020-08 Confidential communication received from First Deputy County Attorney Nicholas Courson dated February 14, 2020 regarding CRC-2019-18 proposing amendments to Charter Sections 29.01, 29.03 relating to Salary Commissions organization and resolution process.
- CRC 2020-09 Confidential communication received from First Deputy County Attorney Nicholas Courson dated February 14, 2020 regarding CRC-2019-21 proposing amendment to Charter Section 17.04 relating to the requirements for the position of Manager and Chief Engineer of the Department of Water.

**BUSINESS**

- CRC 2019-02 General Discussion on Charter Initiatives of Interest
- CRC 2020-10 Review of proposed Charter amendments
- CRC 2019-05 Discussion and possible action on proposal to amend Charter section 11.04 relating to the minimum requirements for the position of Chief of Police.
- CRC 2019-06 Discussion and possible action on proposed Charter amendment regarding Ethics Disclosure Statements Requirements
- CRC 2019-09 Discussion and possible action on proposal to amend Charter sections 28.01, 28.02, 28.4 relating to the name, goal and duties of the Cost Control Commission.
- CRC 2019-18 Discussion and possible action on proposal to amend Charter sections 29.01, 29.03 relating to Salary Commissions organization and resolution process.
- CRC 2019-21 A Discussion and possible action on proposal to amend Charter section 13.02 regarding the requirements for the position of County Engineer.
- CRC 2019-21 B Discussion and possible action on proposal to amend Charter section 13.02 regarding the requirements for the position of County Engineer.
- CRC 2020-01 Discussion and possible action on proposal to amend Charter Section 20.05 D2 regarding advisory opinions by the Board of Ethics.
- CRC 2019-20 Discussion and possible action on proposal to introduce a Charter amendment creating a Department of Environmental Services.

**ANNOUNCEMENTS**

Next Meeting: Monday, March 23, 2020, 3:00 p.m., in the Mo'ikeha Building, Meeting Room 2A/2B

**ADJOURNMENT**

## **NOTICE OF EXECUTIVE SESSION**

Pursuant to Hawai‘i Revised Statutes §92-7(a), the Commission may, when deemed necessary, hold an executive session on any agenda item without written public notice if the executive session was not anticipated in advance. Any such executive session shall be held pursuant to HRS §92-4 and shall be limited to those items described in HRS §92-5(a). Discussions held in Executive Session are closed to the public.

- ES-012 Pursuant to Hawai‘i Revised Statutes (HRS) §92-4, §92-5 (a) (4), the County Attorney will provide a briefing, discussion, and consultation regarding proposed amendment to Charter Section 20.04 (A) relating to the disclosure requirements.
- ES-013 Pursuant to Hawai‘i Revised Statutes (HRS) §92-4, §92-5 (a) (4), the County Attorney will provide a briefing, discussion, and consultation regarding proposed amendment to Charter Section 28.01, 28.02, 28.04 relating to the name, goal and duties of the Cost Control Commission.
- ES-014 Pursuant to Hawai‘i Revised Statutes (HRS) §92-4, §92-5 (a) (4), the County Attorney will provide a briefing, discussion, and consultation regarding proposed amendment to Charter Section 13.02 relating to the requirements for the position of County Engineer.
- ES-015 Pursuant to Hawai‘i Revised Statutes (HRS) §92-4, §92-5 (a) (4), the County Attorney will provide a briefing, discussion, and consultation regarding proposed amendment to Charter Section 13.02 relating to the requirements for the position of County Engineer.
- ES-016 Pursuant to Hawai‘i Revised Statutes (HRS) §92-4, §92-5 (a) (4), the County Attorney will provide a briefing, discussion, and consultation regarding proposed amendment to Charter Section 20.05(D)(2) relating to ethics advisory opinions.
- ES-017 Pursuant to Hawai‘i Revised Statutes (HRS) §92-4, §92-5 (a) (4), the County Attorney will provide a briefing, discussion, and consultation regarding proposed amendment to Charter Section 11.04 relating to the minimum requirements for the position of Chief of Police.
- ES-018 Pursuant to Hawai‘i Revised Statutes (HRS) §92-4, §92-5 (a) (4), the County Attorney will provide a briefing, discussion, and consultation regarding proposed amendment to Charter Sections 29.01, 29.03 relating to Salary Commissions organization and resolution process.
- ES-019 Pursuant to Hawai‘i Revised Statutes (HRS) §92-4, §92-5 (a) (4), the County Attorney will provide a briefing, discussion, and consultation regarding proposed amendment to Charter Section 17.04 relating to the requirements for the position of Manager and Chief Engineer of the Department of Water.
- ES-020 Pursuant to Hawai‘i Revised Statutes (HRS) §92-4, §92-5 (a) (4), the County Attorney will provide a briefing, discussion, and consultation regarding proposed amendment creating a Department of Environmental Services.

cc: Deputy County Attorney Nicholas Courson

PUBLIC COMMENTS and TESTIMONY

Persons wishing to offer comments are encouraged to submit written testimony at least 24 hours prior to the meeting indicating:

1. Your name and if applicable, your position/title and organization you are representing;
2. The agenda item that you are providing comments on; and
3. Whether you will be testifying in person or submitting written comments only; and
4. If you are unable to submit your testimony at least 24 hours prior to the meeting, please provide 10 copies of your written testimony at the meeting clearly indicating the name of the testifier; and
5. If testimony is based on a proposed Charter amendment, list the applicable Charter provision.

While every effort will be made to copy, organize, and collate all testimony received, materials received on the day of the meeting or improperly identified may be distributed to the members after the meeting is concluded.

The length of time allocated to persons wishing to present verbal testimony may be limited at the discretion of the chairperson or presiding member.

Send written testimony to:

Charter Review Commission

Attn: Anela Segreti

Office of Boards and Commissions

4444 Rice Street, Suite 150

Lihue, HI 96766

E-mail: [asegreti@kauai.gov](mailto:asegreti@kauai.gov)

Phone: (808) 241-4917 Fax: (808) 241-5127

**SPECIAL ASSISTANCE**

**IF YOU NEED AN AUXILIARY AID/SERVICE, OTHER ACCOMODATION DUE TO A DISABILITY, OR AN INTERPRETER FOR NON-ENGLISH SPEAKING PERSONS, PLEASE CONTACT THE OFFICE OF BOARDS & COMMISSIONS AT (808) 241-4917 OR [ASEGRETI@KAUAI.GOV](mailto:ASEGRETI@KAUAI.GOV) AS SOON AS POSSIBLE. REQUESTS MADE AS EARLY AS POSSIBLE WILL ALLOW ADEQUATE TIME TO FULFILL YOUR REQUEST.**

**UPON REQUEST, THIS NOTICE IS AVAILABLE IN ALTERNATE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.**

*An Equal Opportunity Employer*

**Draft to be Approved**

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CHARTER REVIEW COMMISSION</b>	Meeting Date	<b>January 27, 2020</b>
Location	Mo'ikeha Building, Meeting Room 2 A/B	Start of Meeting: 3:00 p.m.	End of Meeting: 4:34 p.m.
Present	Chair Marissa Sandblom, Vice Chair Jan TenBruggencate. Members: Carol Suzawa, Patrick Stack, Lori Koga. Also: Boards & Commissions Office Staff: Administrator Ellen Ching, Administrative Specialist Anela Segreti. Testifiers: Police Commission Commissioners Mary K Hertog, Kevin Mince; Board of Ethics Chair Mia Shiraishi, Member Dean Toyofuku; Salary Commission Chair Kenneth Rainforth; Cost Control Chair Jim Whitfield		
Excused	Virginia Kapali, Reid Kawane		
Absent			
SUBJECT	DISCUSSION	ACTION	
<b>Call To Order</b>		Chair Sandblom called the meeting to order at 3:00 p.m. with five members present which constituted a quorum.	
<b>Agenda</b>	Chair Sandblom entertained a motion to amend the agenda to move CRC 2020-01 to go after CRC 2019-06 so that the two Board of Ethics items can follow each other.	Vice Chair TenBruggencate moved to amend the agenda. Ms. Suzawa seconded. Motion carried 5:0	
<b>Approval of Minutes</b>	<u>Open Session Minutes of December 16, 2019</u>	Vice Chair TenBruggencate moved to approve the Open Session Minutes of December 16, 2019. Ms. Koga seconded. Motion carried 5:0	
<b>Communications</b>	<u>None</u>		

SUBJECT	DISCUSSION	ACTION
<b>Business</b>	<p><u>CRC 2019-02 General Discussion on Charter Initiatives of Interest</u></p> <p>Chair asked if there was any commissioners wishing to bring up any initiatives not on the agenda. None responded.</p>	No action taken
	<p><u>CRC 2019-05 Proposal to add to Charter, qualifications for Police Chief</u></p> <p>Commissioners Mary K. Hertog and Kevin Mince on behalf of the Police Commission.</p> <p>Commissioner Mary K Hertog, Police Commission, testified. Ms. Hertog went over the proposed amendment and the decision of the County Council to not take it forward and returning the request to the Charter Review Commission. She stated that at the 1/24/2020 Police Commission meeting they voted unanimously to reduce the number of years of experience from 15 years to 12-15 years. The current commission wants to provide for future commissions the minimum qualifications to make the selection process easier and ensure the correct person is offered the job.</p> <p>Vice Chair TenBruggencate asked Ms. Hertog to clarify the changes in the proposed amendment as the number of years of experience as a Peace Officer. They are wanting someone that comes up in a Police Department.</p> <p>Commissioner Kevin Mince, Police Commission, testified. He gave a recap of the changes that they are asking to be considered and approved. Change the current minimum educational level from none to a Bachelor's Degree, 5 years of experience to 12-15 years, 3 of the minimum 5 years be in a responsible administrative capacity to 3 years in the rank of lieutenant or higher, law enforcement experience to experience in a full service law enforcement agency. He explained that the full service law enforcement agency refers to a law enforcement agency that has patrol operations, investigations and detectives, jail operations, prisoner handling, crime scene investigations, evidence handling, recruiting, training, annual budgeting, overtime control, public outreach and community policing. He further stated that not all law enforcement is applicable to the job of Police Chief, i.e. Federal Law Enforcement Agents whose entire</p>	

SUBJECT	DISCUSSION	ACTION
	<p>career involved international drug enforcement for fugitive apprehension, court bailiffs, welfare fraud investigators, etc. He stated that though these individuals are highly experienced in their specialties, they lacked the experience in a full service law enforcement agency.</p> <p>Chair Sandblom asked to clarify the proposed changes and additions. She stated that in 2019 when the proposal first came to the Commission there were two specific things being proposed, increase in the years of experience and the inclusion of the Bachelor’s Degree and now since it’s gone to Council there was also the addition of Peace Officer.</p> <p>Vice Chair TenBruggencate stated that there is additional language associated with a full service law enforcement agency.</p> <p>Ms. Hertog explained that the amendment was made to the resolution when it went before the County Council hearings and now reads, change in five to fifteen years’ experience as a Peace Officer in a full service, public sector, law enforcement agency.</p> <p>Mr. Mince stated that they specified Peace Officer because someone could be a civilian and gain the experience working in a Police Department.</p> <p>Vice Chair TenBruggencate asked if there may be ranking systems in some law enforcement agencies that would not be comparable to a Lieutenant.</p> <p>Mr. Mince answered that they qualified it and Ms. Hertog feels that it is absolutely clear.</p> <p>Mr. Mince suggested that equivalent to Lieutenant of higher could be added.</p> <p>Nicholas Courson, First Deputy County Attorney, added that the word administrative carries a very heavy meaning from his and HR’s point of view. Mr. Courson shared that when it’s been discussed in the past an HR rep stated that when they thought of administrative that is someone who is creating policy and planning and directing the organization/section. When Mr. Courson</p>	

SUBJECT	DISCUSSION	ACTION
	<p>further looked up the law an administrative position the court looks at the following criteria: the level and extent to which the individual exercises authority and judgement to direct employees, determine methods, means and personnel by which the employer’s operations are to be carried out or the extent to which the individual determines, formulates and effectuates his employers policies. He stated that the word administrative is heavy in the way that the County looks at it and an individual would need to be at least a Captain in KPD rank structure and the high level that they are looking for is in the Charter. Regarding the comment on what law enforcement means, he agreed that it’s an ambiguous word, and whether to add a degree is a policy call and feels that it’s the Commission advocating.</p> <p>Ms. Hertog interprets administrative as a supervisor that knows personnel and what they have to do to supervise. She feels that someone that is going to make policy is going to be the chief or deputy chief, not a lieutenant, they will carry out the policies.</p> <p>Ms. Hertog gave Vice Chair TenBruggencate the proposed language.</p> <p>Ms. Koga asked if a person with a bachelor’s degree in Communications would qualify.</p> <p>Ms. Hertog said she would not rule them out as communication skills are important part of the job.</p> <p>Vice Chair TenBruggencate stated that it would be the Commission to make a decision as to what degrees they will accept.</p> <p>Mr. Courson stated that in a law suit on Hawaii Island a few years ago a person with a Juris Doctor was put in charge of their Department of Environmental Services and the administration said that it was the Mayor that determines what the Charter means and the court disagreed, there is a cause of action that can be used called quo warranto which forces anyone that holds a position to prove that they are qualified to hold it. It is reviewable and a problem with equivalencies. He notified them that if the Charter Commission wants to go forward for a</p>	

SUBJECT	DISCUSSION	ACTION
	<p>review he will check with Human Resources if they could implement it.</p> <p>Ms. Hertog clarified that if a candidate had the highest scores she would not discount them because of a degree in Communication.</p> <p>The Commissioners discussed the proposal in regards to the years of experience, bachelor’s degree and changes since first presented to the Commission.</p> <p>Vice Chair TenBruggencate clarified that if approved today it will go to the Office of the County Attorney for review of form and legality.</p>	<p>Vice Chair TenBruggencate moved to approve CRC 2019-05 edited proposed amendment regarding the qualifications of the Police Chief provided by the Police Commission. Ms. Koga seconded. Motion carried 5:0</p>
	<p><u>CRC 2019-06 Discussion and possible action on proposed Charter amendment regarding Ethics Disclosure Statements Requirements</u></p> <p>Chair Mia Shiraishi and Member Dean Toyofuku testified on behalf of the Board of Ethics.</p> <p>Chair Shiraishi shared the revised language of proposal originally submitted, adding managing director, agency and division heads as recommended and “regulatory employees”. She listed positions of “regulatory employees” as defined in County of Hawaii Charter.</p> <p>Vice Chair TenBruggencate asked if they could put “regulatory employees” in the charter without also having the definition.</p> <p>Chair Shiraishi replied that her understanding is that it would be defined in the rules if it becomes a Charter amendment, and if it makes it to the ballot the definition would be part of the explanation.</p> <p>Mr. Courson stated that the Board of Ethics has administrative rules and they can be used to clarify and expand on procedures and definitions.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Shiraishi noted that “regulatory employees” has been discussed in Board meetings and definition could be found in their minutes.</p> <p>Mr. Toyofuku gave some background as to why they are proposing the change in the amendment. He shared the State Ethics Conference that he attended and what he learned in relation to what the other counties do and wanting to expand the range of employees that should file a disclosure. He explained that that the Charter and Rules are very broad to gather guidance from.</p> <p>Chair Shiraishi feels that it will make it easier for employees to know if they need to file. She feels that this proposed amendment will bring Kauai on par with other counties.</p> <p>Commission discussed if this proposal made it to the ballot where they would define “regulatory employees” and if definition needs to be part of the Charter amendment.</p> <p>Ms. Shiraishi shared that she did not feel that the definition needs to be in the Charter and that they can amend the Rules of the Board to add the definition.</p> <p>Mr. Toyofuku added changes the Board has made to the disclosure form and instructions as well as sending out reminders to file.</p> <p>Mr. Courson pointed out that if the Commission wants the definition in the Charter there is a section called Definitions, Section 23.01 that it can be added to. He also agreed that it can be done by administrative rule.</p> <p>Chair Sandblom entertained a motion.</p>	<p>Vice Chair TenBruggencate moved to approve CRC 2019-06 proposed amendment regarding ethics disclosure statements with a change to read after managing director, heads and deputies of all departments, agencies, and divisions, putting rank first, to send to Office of County Attorney to review. Ms. Koga seconded. Motion carried 5:0</p>

SUBJECT	DISCUSSION	ACTION
	<p><u>CRC 2020-01 Discussion and possible action on proposal to amend Charter Section 20.05 D2 regarding advisory opinions by the Board of Ethics.</u></p> <p>Chair Mia Shiraishi and Member Dean Toyofuku testified on behalf of the Board of Ethics.</p> <p>Chair Shiraishi explained that at the State Ethics Conference it was brought to their attention that Kauai and other counties had in their Charter’s language that say that advisory opinions not rendered within forty-five (45) days are deemed a finding of no breach of the code. The Honolulu attorney and the Board find that to be problematic. The proposal presented is to strike out the forty-five (45) days are deemed a finding of no breach of the code.</p> <p>Chair discussed with Commissioners how it can be a time crunch if a meeting is not held based on when the request is received.</p> <p>Mr. Courson stated that the Board could subsequently render a new opinion, which is what he would advise in this situation. Explaining that no conflict would be found during that period where they could not meet, but when they could meet they should substitute in their written opinion that it is fine or not. He also shared that it was hard to get it to forty-five days with the voters.</p> <p>Vice Chair TenBruggencate shared that he has seen where it has been used by persons to not vote on controversial issues because they have not received an opinion from the Board of Ethics.</p> <p>Mr. Courson clarified that what was described by Vice Chair TenBruggencate may now be avoided to go on indefinitely because there is a time limit. He also stated that the Board needs to act by the next meeting and do not have time to gather additional information or witnesses. He offered that there is a remedy and that is to revoke it at the next meeting. He went on to say that in his corporate memory the times that the Board has not met the 45 days the person had waived the 45 days.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>The Commission discussed various scenarios on the impact of removing the 45 days.</p> <p>Chair Shiraishi emphasized that the language states that a decision shall be rendered, perhaps not within 45 days, but will be rendered.</p> <p>Vice Chair TenBruggencate asked if there is a way to access rulings.</p> <p>Mr. Toyofuku explained that it is public record and can be requested. The Board has discussed creating a data base in perhaps a searchable PDF file, as well as reviewing past opinions due to changes in laws.</p>	<p>Vice Chair TenBruggencate moved to approve CRC 2020-01 proposed amendment to Section 20.05 (D) (2) as submitted to be reviewed by the Office of the County Attorney. Ms. Koga seconded. Motion carried 5:0</p>
	<p><u>CRC 2019-18 Discussion and possible action on letter received from the Salary Commission dated November 6, 2019 regarding Proposal Amendment to the Kaua'i County Charter.</u></p> <p>Kenneth Rainforth, Vice Chair, testified on behalf of the Salary Commission.</p> <p>Mr. Rainforth testified that the Commission proposed to repeat the proposed language that was on the ballot a couple of years ago. At the 11/25/19 Charter Commission meeting a proposal from the administration regarding the Salary Commission was also presented and he took that to the Salary Commission and they discussed it and feel that it is a workable amendment. The Salary Commission is in support of the administrations proposed language.</p> <p>Discussion of how the language will get on the ballot and clarification that it will not go before the Council.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Vice Chair TenBruggencate restated that there are two sections to be amended, one is that the Commission is the final arbitrator of salaries of and the other is how Commissioners are appointed.</p> <p>Commissioners discussed the proposal on the last ballot versus what is being proposed now.</p> <p>Vice Chair TenBruggencate askee if this amendment passed, how would the appointments occur, and does it need to be in the proposed language.</p> <p>Mr. Courson stated that there is a conflict on another part of the Charter, Section 23.02 (B) which states that all members of boards and commissions shall be appointed and may be removed by the mayor, with the approval of the council, except that members of board and commissions established by ordinance may be appointed and removed as provided by ordinance. He stated that this is accomplishable but not simply by changing the language there and will need work. In response to Vice Chair TenBruggencates question that terms will be reset and some will start with very short terms, and this does not need to be part of the language.</p> <p>Vice Chair TenBruggencate asked if they could amend both sections in one ballot measure.</p> <p>Mr. Courson replied that he will see what can be done.</p>	<p>Vice Chair TenBruggencate moved to approve CRC 2019-18 the recommended proposed amendment from the administration regarding the Salary Commission to be reviewed by the Office of the County Attorney with a solution to how it violates 23.02 (B). Ms. Koga seconded. Motion carried 5:0</p>

SUBJECT	DISCUSSION	ACTION
	<u>CRC 2019-21 Discussion and possible action to amend Charter qualifications for a County Engineer and Water Manager.</u>	Vice Chair TenBruggencate moved to defer. Ms. Suzawa seconded. Motion carried 5:0
	Chair Sandblom asked if anyone in the audience had some thoughts.  Jim Whitfield, Vice Chair of the Cost Control Commission asked about the status of the Cost Control proposed amendment  Chair Sandblom stated that it was sent to the County Attorney’s Office for review and will be on next month’s agenda.	
<b>Announcements</b>	Next meeting: Monday, February 24, 2020, 3:00 p.m., in the Mo’ikeha Building, Meeting Room 2A/2B.	
<b>Adjournment</b>	Chair Sandblom entertained a motion to adjourn.	Ms. Suzawa moved to adjourn the meeting at 4:34pm. Ms. Koga seconded. Motion carried 5:0

Submitted by: \_\_\_\_\_  
 Anela Segreti, Administrative Specialist

Reviewed and Approved by: \_\_\_\_\_  
 Marissa Sandblom, Chair Elect

- ( ) Approved as circulated.
- ( ) Approved with amendments. See minutes of \_\_\_\_\_ meeting.

	Proposed Charter Amendment	Proposed by:	Status
1	CRC 2019-03 Amend to remove the County Auditor's Office	Commissioner Ricky Watanabe	Defer, waiting on Council. <b>Received 12/16/19</b>
2	CRC 2019-04 Amend time limit for negligence claims to comply with State law	County Atty.	Received drafted proposed amendment from Adam Roversi. <b>Approved 8/26/19</b>
3	CRC 2019-05 Amend minimum qualifications for the Police Chief	Police Commission	County Council has a resolution to place on ballot. Resolution failed 12/4/19. CRC to review amended proposed amendment. <b>Approved 1/27/20.</b> <b>Sent to OCA for review 1/28/20</b> <b>Received from OCA 2/13/20</b>
4	CRC 2019-06 Amend to broaden who must file a Disclosure Statement	Board of Ethics	Defer, BOE to draft proposed language. Draft received, correction made to proposed language by J TenBruggencate. <b>Approved 1/27/20.</b> <b>Sent to OCA for review 1/28/20.</b> <b>Received from OCA 2/13/20</b>
5	CRC 2019-09 Amend to Cost Control and Revenue Enhancement Commission	Cost Control	Proposed language drafted by M Sandblom. <b>Approved 12/16/19.</b> <b>Sent to OCA for review 1/28/20.</b> <b>Received from OCA 2/13/20</b>
6	CRC 2019-11 Amend to allow Commissioners to serve on another Board/Commission after serving two terms.	Liquor Commission	Proposed amendment sent to OCA for review on 11/27/19; <b>Memo from OCA 12/9/19.</b> <b>Received 12/16/19</b>
7	CRC 2019-13 Amend if there are only two candidates in a primary election for Mayor or Prosecuting Atty., the candidate receiving the highest number of votes in a primary election shall be elected.	Prosecuting Atty.	<b>Received 10/28/19</b>
8	CRC 2019-14 Amend to reconcile filling a P.A. vacancy of a year up to 18 months.	Prosecuting Atty.	PA drafted amendment. Sent to OCA for review on 11/14/19. <b>Memo from OCA 12/9/19.</b> <b>Approved 12/16/19</b>
9	CRC 2019-18 Amend Charter to grant Salary Commission sole authority to review and compensate all county elected officials and appointed directors and their deputy directors	Salary Commission	Defer. <b>Approved 12/16/19, 1/27/20.</b> <b>Sent to OCA for review 1/28/20.</b> <b>Received 2/13/20</b>
10	CRC 2019-19 amend Mayoral Chain of Succession		Defer. <b>Received 12/16/19.</b>

Proposed Charter Amendments for 2020

	Proposed Charter Amendment	Proposed by:	Status
11	CRC 2019-20 Amend to create a Dept of Environ Services	Admin	Sent to OCA for review on 11/27/19. <b>Memo from OCA 12/9/19.</b> <b>Approved 12/16/20 with changes to description of the director.</b> <b>Resent to OCA for review 1/28/20 and 2/14/20.</b>
12	CRC 2019-20 Amend to create an IT Dept	Admin	Sent to OCA for review on 11/27/19. <b>Memo from OCA 12/9/19.</b> <b>Received 12/16/19</b>
13	CRC 2019-21 A Amend qualifications for the County Engineer	Admin	Defer. <b>Sent to OCA for review on 12/27/19.</b> <b>Received from OCA 2/13/20.</b>
14	CRC 2019-21 B Amend qualifications for the County Engineer	Admin	Defer. <b>Sent to OCA for review on 12/27/19.</b> <b>Received from OCA 2/13/20.</b>
15	CRC 2019-21 C Amend qualifications for Water Manager	Admin	Defer. <b>Sent to OCA for review on 1/28/20.</b> <b>Received from OCA 2/13/20.</b>
16	CRC 2020-01 Amend Charter Section 20.05 D2 Advisory Opinions	Board of Ethics	<b>Approved 1/27/20.</b> <b>Sent to OCA for review on 1/28/20</b> <b>Received form OCA 2/13/20</b>