

Michael P. Victorino
Mayor

Sananda K. Baz
Managing Director



OFFICE OF THE MAYOR
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March 10, 2022

Mr. Gabe Johnson
Council Member, County of Maui
Chair, Affordable Housing Committee
Wailuku, Hawaii 96793

Dear Council Member Gabe Johnson:

**SUBJECT: COMPREHENSIVE AFFORDABLE HOUSING PLAN;
RIGHT to SHELTER (AH-14 (1))**

Thank you for the Affordable Housing Committee's efforts of discussion on procedures relating to encampments, including "compassionate action plans" used by County of Maui agencies or departments.

The enclosed attachment is in response to your request dated February 28, 2022. Also attached is a Draft copy of my administration's Compassionate Action Plan Matrix. Please feel free to contact my office if you have any questions to the above-mentioned subject matter or any relevant concerns addressing Right to Shelter.

Sincerely,

A handwritten signature in black ink that reads "Michael P. Victorino".

Michael P. Victorino
Mayor, County of Maui

SUBJECT: COMPREHENSIVE AFFORDABLE HOUSING PLAN: RIGHT TO SHELTER (AH-14(1))

- 1. Please provide a copy of approved compassionate action plans or similar guidelines currently used by County agencies for encampment clean-ups or related activities.**

Attached please find a draft of the County's Compassionate Action Plan.

- 2. If current plans or guidelines are not available, please provide in detail the steps taken during a compassionate action.**

See attachment for question 1 above

- 3. Please provide a copy of previously approved compassionate action plans signed by former Mayor Arakawa.**

The Mayor's office is not in possession of any plans signed by former Mayor Arakawa.

COMPASSIONATE ACTION PLAN MATRIX

NOTE: When the Homeless Division was created in 2017, the administration at that time tasked the Division with being the coordinator and point of contact for the Compassionate Action Plan.

PROCESS	DESCRIPTION	PRIMARY AGENCIES INVOLVED	OTHER AGENCIES AS NEEDED	GOAL
Request for Services received from Administration, County Department, State Agency, or other entity.				
Step 1 – Assessment DHHC makes physical check to gauge needs.	County Property	DHHC	MPD, Parks Dept. Enforcement (if Parks property), DPW, Outreach provider, contracted cleaning service	Assess situation to determine course of action.
	State Property – Contact appropriate State Agency to inform. Offer assistance if Outreach is needed.	DHHC	MPD, Outreach provider	Provide Outreach to offer services if need be.
	Private Property – Contact property owner to make aware of issue or address complaint from property owner. Also, to possibly gain permission for Outreach to enter property if need be.	MPD, DHHC	State Enforcement, Outreach provider	Written permission from property owner to enter property. Review CAP with property owner and trespass process with MPD if necessary.
Step 2 - Preparation	County Property - Organize site visit with appropriate agencies/departments.	DHHC	MPD, Parks Dept. (if Parks property), DPW, Environmental Mgt (derelict vehicles), Outreach agencies, contracted cleaning service, or others.	Coordinate CAP, set timelines, communicate with all parties involved.
	Private Property – Organize site visit with property owner or representative.	DHHC	MPD, Outreach provider	Property owner to address cleanup. If individuals on site, Outreach to offer services with permission from prop owner.
Step 3 – Notification (Steps 3-6 involve County property)	Serving Notice to Vacate to individuals on property	MPD, Parks Enforcement (Parks Property)	DHHC	Notifying individuals of impending cleanup of area. Approximately one-two weeks prior to cleanup date.
Step 4 – Intensified Outreach	Outreach to individuals in need of appropriate services.	Outreach provider	DHHC	Reminding affected individuals of impending cleanup and offering of services and possible sheltering options to those in need via multiple visits/encounters).
Step 5 – Cleanup day	Starts at approximately 8am with all necessary agencies	Contracted cleaning service, MPD, DHHC, DPW, Parks (if Parks property)	Environmental Management (derelict vehicles)	Site inspection to assure that individuals vacated area for their safety. Block vehicular access and foot traffic as necessary. Removal of trash, debris, and hazardous materials.
Step 6 – Follow-up	Site visit to assess	DHHC, MPD	Parks Enforcement, Outreach provider	Ensure that area has been adequately cleared. Contact DHHC if encountering individuals in need.