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David M. Raatz, Jr., Esq.

Deputy Director of Council Services
Richelle K. Kawasaki, Esq.

COUNTY COUNCIL

COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

April 5, 2024

Mr. Josiah Nishita, Managing Director
Department of Management
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Nishita:

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET** (BFED-1) (MD-2)

May I please request you be prepared to answer the following questions related to the Department of Management at the BFED Committee meeting on **April 12, 2024**.^{*} This will enable the Committee to comprehensively review the FY 2025 Budget. May I further request that, after approval by the Office of the Mayor, you transmit your answers to bfed.committee@mauicounty.us by the end of the day on **April 12, 2024**. **Date subject to change without notice.*

Overall

1. Will the Council be able to review the draft Countywide security policy that is currently undergoing union consultation? (Page 512, Program Budget) (TP)
2. Relating to Key Activity Goals & Measures for the Information Technology Services Program, Goal #2, item 2, if completion of the MAPPS project has been 100% since FY 2023, would the Department consider a different success measurement to provide a better metric? (Page 531, Program Budget) (TP)
3. Please explain the outcome of the consultant's work regarding community-driven engineering, planning, and community engagement regarding conditions in Palama Drive Neighborhood under index code 904011B. If there is a finished product, is it publicly accessible? (Page 14-6, Budget Details and Page 524, Program Budget) (TP)

4. Relating to Contractual Service under index code 904038B, please provide data on the number of riders and their satisfaction with the Da Bee Shuttle. Please share the Department's rationale in deciding whether the shuttle is an effective investment for Wailuku Town or in other communities where there is high demand on parking and road infrastructure. (Page 14-8, Budget Details) (GJ)
5. What is the future of PARK MAUI for West Maui? (Page 513, Program Budget)
6. Relating to Key Activity Goals & Measures under the Management Program, Goal #2, item 2, strategic management will be provided to improve operational effectiveness for each department. How many County facilities and job sites have been addressed? What has been the feedback from these visits? (Page 519, Program Budget) (NUH)
7. Relating to Key Activity Goals & Measures under the Management Program, Goal #6, item 2, please explain the significant decrease in the number of community members involved in public art creation. What can be done to improve community participation? (Page 521, Program Budget) (NUH)
8. Please provide an organization chart for the Office of Recovery. (Page 536, Program Budget) (TC) (YLS)
9. Relating to Key Activity Goals & Measures under the Office of Recovery Program for Goals #1, #2, and #3: (Pages 537 and 538, Program Budget)
 - a. Please explain what "validated" means. (TC)
 - b. How will data for success measurements be collected and validated and what is the process involved? (GJ) (TP)
 - c. What type of data will be collected to measure and evaluate the performance of each goal? (NUH)
 - d. Please provide an example for each success measurement under Goals #1 and #2 and explain how each measurement is being calculated using the success measurements. (TC)

- e. For Goal #1, item 1, please explain how the Office of Recovery will measure how individuals and families are supported with the necessary resources to overcome their losses. (NUH)
 - f. Please explain how the Office of Recovery will measure the percentage validated for unity and effort. What data will be collected to determine whether there is respect for the authority and determining expertise for participating organizations during recovery efforts? (NUH)
 - g. Please explain how the Office of Recovery will validate and ensure the full range of psychological, emotional, and behavioral health needs are addressed. (NUH)
10. Has the State of Hawai'i committed to allocating the Maui Wildfire Disaster Recovery Funds of \$130,950,000 in FY 2025? (Page 542, Program Budget) (TP)
 11. The County-owned lands at the southern terminus of the Lahaina Bypass and on the mauka side of Highway 30, near mile marker 13.5, gets very dry during the summer. There are also many abandoned vehicles in this area, which we have learned from the August 2023 wildfires, become very toxic when burned. What is the plan to clean up this area so we do not endanger our first responders and sensitive environmental areas? (MD-2, BFED-1, FY24) (TP)
 12. The Planning and Development Division hired a GIS Analyst in January 2023, to develop a web-based database and mapping application for a County cultural layer. Please provide a status update. (MD-2, BFED-1, FY 24) (TP)
 13. Is the Department aware of Maui County Emergency Management Agency's plans to have Emergency Service Dispatchers on the second floor of the former Hawaiian Telecom building in Wailuku instead of using the space to house the Information Technology Services Division? (TP)
 14. The coconut tree in front of Councilmember Cook's parking space has lost its crown. Will funds to remove the tree come from the Department of Management's Parking Permit Fee fund? Have

County staff received training on possible coconut rhinoceros beetle infestations? (TP)

15. Relating to the Managed Retreat Revolving Fund, what will be done in FY 2025 to address managed retreat and optimize opportunities for shifting development inland from the coast? (NUH)

Salaries and Wages (Category “A”)

1. Relating to Equivalent Personnel in the Office of Recovery: (Page 540, Program Budget and Page 14-19, Budget Details) (TC)
 - a. Please provide the status and job description for each position. (TC)
 - b. Have positions already been described and filled? (TP)
 - c. How did the Office recruit for these positions? Was it an internal or open recruitment? (TC)
 - d. Currently, County directors, Deputy directors, and Division heads are playing active roles in the Office of Recovery. Now that the Office has been established and work is being contracted out, when will these individuals be able to return to their regularly assigned duties in their respective departments? (TC)
 - e. Who will be staffing the Office of Recovery’s Wailuku and West Maui offices? (TC)
 - f. Please explain why six out of the eight positions need to be excluded managerial positions. (YLS)
2. Please justify the addition of a Public Information Officer for FY 2025 under index code 904051A. Explain how these duties differ from those performed by the Mayor’s Communications and Government Affairs Office. (Page 14-19, Budget Details) (GJ) (YLS)
3. What is the plan for the Director and Deputy Director to accomplish the Department’s work despite current unfilled E/Ps and E/Ps proposed for FY 2025? (TP)

Mr. Josiah Nishita
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4. Please provide a status update on the Land Management Administrator position. (Page 244, Program Budget) (TP)

Operations and Equipment (Categories “B” and “C”)

1. Please explain the funding for State Legislative Services under index code 904011B. How does the function of State Legislative Services differ from the responsibilities and duties of the Director of Communications and Government Affairs, Office of the Mayor? (Page 14-6, Budget Details) (YLS)
2. Relating to Cellular telephone under index code 904007B, please describe the cellular service requirements necessary for security systems in remote County sites. (Page 14-6, Budget Details) (TP)
3. Please describe Contractual Service under index code 904038B. What are the amounts requested, granted, and who are the recipients for the Countywide Public Art program for FYs 2024 and 2025. (Page 14-8, Budget Details) (GJ)
4. In FY 2023, the Department onboarded a new vehicle GPS vendor to enhance the County’s Motor Vehicle Usage Policy. Who is the vendor and how will this help with the recovery of stolen vehicles? Does it report speeding? (Page 512, Program Budget) (TP)
5. Which County-owned parcels were consolidated using Professional Services under index code 904038B? (Page 14-8, Budget Details and Page 525, Program Budget) (TP)
6. Relating to Contractual Service under index code 904038B, why is Paia Clean & Safe, but not Wailuku Clean & Safe, being transferred to the Office of Economic Development (OED)? Please explain where funding for Paia Clean & Safe is provided for in OED’s budget. (Page 14-8, Budget Details and Page 525, Program Budget) (TP) (YLS)
7. Please justify Professional Services under index code 904015B to assist legal requests and other work relating to the wildfires and transitioning to new technology. How does this differ from the funding and work the Department of the Corporation Counsel has proposed for responding to legal requests related to the wildfires. (Page 14-15, Budget Details and Page 534, Program Budget) (GJ)

8. Why are computer desktops and laptops under index code 904015C being purchased with ITSD funds? (Page 14-18, Budget Details and Page 534, Program Budget) (TP)
9. Relating to Professional Services under index code 904051B, has a vendor been selected for Community Engagement? Will proposals from Maui-based consultants be given special consideration? (Page 14-21, Budget Details and Page 541, Program Budget) (TP)
10. Relating to County grant subsidy under index code 904051B: (Page 14-21, Budget Details)
 - a. What is a bridge loan and who will be responsible for repayment? (TC)
 - b. Why is the Department receiving a bridge loan instead of a grant from Hawai'i Community Foundation (HCF)? (TC)
 - c. Is HCF giving the County \$75,500,000 to give out as a grant subsidy? (TP)
 - d. Is the bridge loan from HCF the funds that were privately donated following the August 8, 2023, wildfires? If these are private donations, why are they not being granted to the County or directly provided to the Council for Native Hawaiian Advancement (CNHA) to be used for their intended purpose? (TC)
 - e. Please verify the amount of the bridge loan. Is the County required to contribute any funds to meet the \$75,000,000 grant amount for CNHA? (YLS)
 - f. Please detail how CNHA will use the funds. (GJ)
11. Relating to Rental of Building under index code 904051B: (Page 14-21, Budget Details and Page 541, Program Budget)
 - a. Please provide more details on the Office of Recovery's West Maui office space, including the building location. Will there be adequate space for a West Maui Residency Area Office at the same location? (NUH) (TP)

- b. Has the Department explored temporary or modular buildings on County land that can be repurposed to avoid spending \$250,000 for a mobile rental? The Department could instead purchase an asset with extended use value. (GJ)
12. Regarding the \$60,000 cumulative travel costs, including airfare, mileage, per diem, and registration fees, under index code 904051B, please identify the conferences or workshops the Office of Recovery's staff plan to attend in FY 2025. (Page 14-21, Budget Details) (NUH)
13. Relating to the \$14,225,000 for Professional Services under index code 904051B: (Page 14-21, Budget Details)
 - a. Please explain whether Requests for Proposals are in process and whether they have been issued or awarded. (NUH)
 - b. Please explain the need for funding for Expedited Permitting, Tetra Tech, Community Engagement, and Program and Project Management. (YLS)
14. Ordinance 5590 (2023) created the Office of Recovery Program and appropriated \$7,403,895. Please provide a breakdown of the encumbrances and expenditures, to date. (YLS)

Capital Improvement Projects

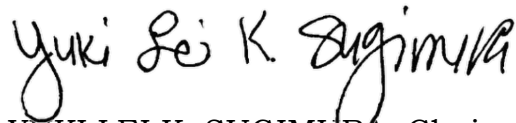
1. Relating to CBS-8403, Maui Wildfire Disaster Recovery, who will oversee the project? Please explain how the projects will be managed and how the use of funds will be monitored. (Page 910, Program Budget) (NUH)
2. Relating to CBS-6651, 60 South Church Street Building Renovations: (Page 912, Program Budget)
 - a. What is the estimated completion date for the project? (TP)
 - b. The project was expected to be completed by October 2023, with an anticipated move-in date of July 2024. Please explain why an additional \$1 million is necessary and what the new move-in date will be. (NUH)

Mr. Josiah Nishita
April 5, 2024
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To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or the Committee staff (James Krueger at ext. 7761, Kasie Apo Takayama at ext. 7665, or Yvette Bouthillier at ext. 7758).

Sincerely,

A handwritten signature in black ink that reads "Yuki Lei K. Sugimura". The signature is written in a cursive style with a large, looped initial "Y".

YUKI LEI K. SUGIMURA, Chair
Budget, Finance, and Economic
Development Committee

bfed:2025bgt:240403amd01:clm

cc: Mayor Richard T. Bissen, Jr.
Acting Budget Director

BFED Committee

From: BFED Committee
Sent: Friday, April 5, 2024 11:54 AM
To: Josiah Nishita
Cc: BFED Committee; Keanu LauHee; Cynthia Sasada; Michelle Santos; Zeke Kalua; Lesley Milner; Kristina Cabbat
Subject: PLEASE READ attached letter re: FISCAL YEAR ("FY") 2025 BUDGET (BFED 1) (MD-2); reply by 4/12/24
Attachments: 240403amd01 (md-2) signed.pdf

Mr. Nishita: Please refer to the attached letter from the Budget, Finance, and Economic Development (BFED) Committee Chair, dated April 5, 2024. Please respond by **April 12, 2024**.

Mayor's Office (attention: Michelle Santos and Zeke Kalua): Please forward the attached letter to Mayor Bissen for his information.

Ms. Milner: FYI

Thank you,
Yvette Bouthillier, Senior Secretary
BFED Committee

RICHARD T. BISSEN, JR.
Mayor


JOSIAH K. NSHITA
Managing Director

KEANUKAPULANI S.K. LAU HEE
Deputy Managing Director



DEPARTMENT OF MANAGEMENT
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

April 12, 2024

Ms. Lesley Milner 
Acting Budget Director
County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL


Mayor 4/12-24
Date

Honorable Richard T. Bissen, Jr.
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable Yuki Lei K. Sugimura, Chair
Budget, Finance, and Economic Development Committee
Maui County Council
County of Maui
Wailuku, Hawaii 96793

Dear Chair Sugimura:

SUBJECT: **FISCAL YEAR ("FY") 2025 BUDGET** (BFED-1) (MD-2)

We are in receipt of your correspondence dated April 5, 2024 and provide the following responses:

Overall

1. Will the Council be able to review the draft Countywide security policy that is currently undergoing union consultation? (Page 512, Program Budget) (TP)

The current draft of the Security Policy is attached (draft 4/1/2024). Implementation is pending union consultation which was initiated on July 24,

*Chair Yuki Lei Sugimura
Budget, Finance & Economic
Development Committee
April 12, 2024
Page 2*

2023 with the Hawaii Government Employees Association (HGEA), United Public Workers (UPW), State of Hawaii Organization of Police Officers (SHOPO) and Hawaii Fire Fighters Association (HFFA). Consultation has been completed and closed with SHOPO (8/2023), HFFA (9/2023) and HGEA (12/2023), and is currently pending with UPW. The Policy has also been approved for form and legality by Corporation Counsel on 9/30/22 and 7/3/2023.

2. Relating to Key Activity Goals & Measures for the Information Technology Services Program, Goal #2, item 2, if completion of the MAPPS project has been 100% since FY 2023, would the Department consider a different success measurement to provide a better metric? (Page 531, Program Budget) (TP)

The MAPPS Project goal and measure will be removed and another measure will be added.

3. Please explain the outcome of the consultant's work regarding community-driven engineering, planning, and community engagement regarding conditions in Palama Drive Neighborhood under index code 904011B. If there is a finished product, is it publicly accessible? (Page 14-6, Budget Details and Page 524, Program Budget) (TP)

The Department of Public Works (DPW), Engineering Division mailed a letter to Palama Drive and Ikai Street residents providing notification that the project is currently in preliminary design and requested feedback of their concerns and photos of ponding and drainage problems. Responses were requested by April 8th and DPW is now compiling resident responses.

4. Relating to Contractual Service under index code 904038B, please provide data on the number of riders and their satisfaction with the Da Bee Shuttle. Please share the Department's rationale in deciding whether the shuttle is an effective investment for Wailuku Town or in other communities where there is high demand on parking and road infrastructure. (Page 14-8, Budget Details) (GJ)

Data on Da Bee Shuttle ridership was only gathered during the first year of services (FY21). Since Da Bee was a service provided to mitigate the impacts of construction, and not part of The Maui Bus system it was a separate contract from the bus and could not benefit from the monitoring system the Maui Bus has in place. The cost for the individual monitoring system was expensive (\$40,000). Due to the cost as well as the system limitations for efficiently scanning and counting riders we discontinued the service. The Department of Management's contract with Polynesian Adventure Tours for Da Bee ended in January 2024 and has not been

renewed since the parking structure is now open. The Office of Economic Development elected to support the continuation of the service. In the three years of operation, the overwhelming majority of comments on ridership experience was very positive.

5. What is the future of PARK MAUI for West Maui? (Page 513, Program Budget)

Per the Department of Transportation, the Department does not anticipate expanding PARK MAUI into West Maui at this time. Any decision to expand and operate in West Maui will be done only after community consultation.

6. Relating to Key Activity Goals & Measures under the Management Program, Goal #2, item 2, strategic management will be provided to improve operational effectiveness for each department. How many County facilities and job sites have been addressed? What has been the feedback from these visits? (Page 519, Program Budget) (NUH)

The Department of Management contracted with G70 to perform a needs analysis and space study for County of Maui office facilities in the Wailuku-Kahului area. G70 began initial work on the study during summer of 2023 but the project was paused due to the events of August 8th, 2023 and has yet to resume. The Department also worked on allocating and preparing space for employees from various departments at the newly-purchased Trask Building, relocated Department of Prosecuting Attorney employees out of the Old Courthouse Building due to mold issues, and continues to manage the renovation of the Hawaiian Telcom Building to accommodate future moves by MEMA and ITSD.

7. Relating to Key Activity Goals & Measures under the Management Program, Goal #6, item 2, please explain the significant decrease in the number of community members involved in public art creation. What can be done to improve community participation? (Page 521, Program Budget) (NUH)

The contract for Countywide public art expired in June/July of 2023. The Department developed an RFP for FY24, however the publication of the RFP was delayed by Wildfire response efforts. The contract for FY24 was not secured until late December 2023, therefore the Department has not reported the public art efforts that happened during the first and second quarter of FY24 since it was not funded by the Department of Management. However, despite not being under contract, Maui Public Art Corps partnered with Department staff to take on projects with local schools in response to the wildfires that was funded exclusively through the grant writing and fundraising efforts of the non-profit. 911 students participated; 60 teachers and administrators participated; 107 artists contributed;

600 student designs are featured in the 1,000-foot long (50 individual 8' x20' mesh panels); 18 partners worked together to make this happen (Lahaina Intermediate School, Baldwin High School, Pōmaika'i Elementary School, 'Īao Intermediate School, Maui Waena Intermediate School, 'Āina Archaeology, the County of Maui, Maui Public Art Corps, Goodfellow Bros., Truth Excavation, West Maui Construction, Lokahi Pacific, Darris Hurst, Sachelle Dae, Lopaka White, Kahea Pawai, DCG One, Hawaii Community Foundation); and innumerable social media shares, posts and comments have been seen with an overwhelmingly positive response. This is indicative of the types of programs we would like to continue to lead in FY25.

8. Please provide an organization chart for the Office of Recovery. (Page 536, Program Budget) (TC) (YLS)

The approved organizational and functional charts for the Office of Recovery are attached.

9. Relating to Key Activity Goals & Measures under the Office of Recovery Program for Goals #1, #2, and #3: (Pages 537 and 538, Program Budget)

a. Please explain what “validated” means. (TC)

There are multiple instances of the term “validated” used throughout these goals, and very generally means to ensure or check. As a specific example for Goal 1, this can mean that the Department will work to ensure that the strategies/activities incorporated into the Long-Term Recovery Plan are aligned with the seven guiding principles of the Maui County Recovery Framework.

b. How will data for success measurements be collected and validated and what is the process involved? (GJ) (TP)

Data will be collected and analyzed from our non-profit sources, such as through the Center for Native Hawaiian Advancement and the Red Cross, as well as through our government sources such as the information collected by the Disaster Case Management Program run through the State Department of Human Services. Through our contractor, additional data will also be collected through community surveys to assist in tracking progress and meeting performance goals.

b. What type of data will be collected to measure and evaluate the performance of each goal? (NUH)

Recovery Goal 1 – Recovery strategy/ activity are aligned with the guiding principles before it is undertaken and through completion.

Data – OOR staff will first begin strategy development with the community to address defined recovery needs as published in the Recovery Needs Assessment (RNA). OOR will evaluate projects/programs before an appropriation is made to ensure the alignment with the guiding principles and the RNA.

Recovery Goal 2 – Provide operational excellence in ensuring clear roles and responsibilities in the County’s Recovery Support Functions (RSFs) to allow for coordinated, cost effective and efficient resource allocation.

Data – OOR will track projects and programs sponsored by the County of Maui. OOR will track costs and progress by RSF. The Long-Term Recovery Plan will also track progress of recovery strategies. It is also important to mention that all RSFs include representation from State and Federal RSFs to ensure a coordinated approach to recovery efforts.

Recovery Goal 3 – Maximize federal and state aid resources in meeting the specific recovery needs of the community.

Data – The County of Maui’s contractor Tetra Tech is currently tracking expenses, reviewing projects for eligibility and grant opportunities through a financial dashboard.

Recovery Goal 4 – Develop and organize staff focused on leading and providing effective recovery support services to the County of Maui.

Data – OOR will develop individual staff training plans and track achievement.

d. Please provide an example for each success measurement under Goals #1 and #2 and explain how each measurement is being calculated using the success measurements. (TC)

Recovery Goal 1 – Recovery strategy/ activity are aligned with the guiding principles before it is undertaken and through completion.

Success Measure	Example
% validated community led and government supported	The strategy/activity must be supported through the community

	engagement process or through the public sentiment analysis. Activities not supported by public sentiment will not move forward or will require additional community engagement and consultation. Some activities may change based on community sentiment.
% validated supports individuals and families with necessary resources to overcome their losses that sustains physical, emotional, social and economic well-being	Strategies/activities will be evaluated to mitigate any undue hardship to survivors when possible.
% validated for leadership and local primacy; reflect informed and coordinated leadership at all levels	The RSFs will continue regular meetings to ensure coordinated recovery efforts. All weekly RSF meetings are led by the Maui team.
% validated of engaged partnerships and inclusiveness; locally driven and support engagement with whole community for shared goals and aligned capabilities	OOR will deepen the relationship with the established Long-Term Recovery Group to ensure partnerships and coordinated recovery efforts. The community engagement process will continue throughout recovery and will be adaptive meet recovery needs.
% validated for unity of effort; respecting the authority and expertise participating organization while coordinating support of recovery priorities	Maui County RSFs will continue to lead regular meetings to ensure coordinated recovery efforts and will engage subject matter experts when necessary.
% validated ensuring full range of psychological, emotional and behavioral health needs are addressed	All staff participating in community engagement activities will undergo Psychological First Aid training to support their own mental health needs.

Recovery Goal 2 – Provide operational excellence in ensuring clear roles and responsibilities in the County’s Recovery Support Functions (RSFs) to allow for coordinated, cost effective and efficient resource allocation.

- OOR will evaluate each of the six RSFs: Community Planning RSF, Economic RSF, Health and Social Services RSF, Housing RSF, Infrastructure RSF,*

Natural & Cultural Resources RSF. Each RSFs are measured and evaluated against relevant parameters to ensure organizational effectiveness and efficiency.

Success Measure	Example
% activities validated that roles/responsibilities have no overlapping duties	All activities are coordinated in biweekly RSF meetings through report outs. OOR staff responsible for implementing County sponsored recovery projects/programs will coordinate efforts through weekly staff meetings.
% activities validated for streamlined decision-making	OOR will establish a structure to validate and approve projects. Activities/projects that desire to be included in the Long-Term Recovery Plan must be coordinated through the OOR.
% activities validated utilizing a systematic approach to prioritization of activities	The Long-Term Recovery plan will require OOR to priorities activities based on community sentiment, laws and regulations and resource allocation.

e. For Goal #1, item 1, please explain how the Office of Recovery will measure how individuals and families are supported with the necessary resources to overcome their losses. (NUH)

Goal 1 – OOR will utilize our independent contractor to perform a community survey to measure success and leverage data collected by the State Department of Human Services Disaster Case Management Program.

f. Please explain how the Office of Recovery will measure the percentage validated for unity and effort. What data will be collected to determine whether there is respect for the authority and determining expertise for participating organizations during recovery efforts? (NUH)

OOR will utilize our independent contractor to perform a survey with our partners to measure success. OOR will identify the number of subject matter experts utilized to consult on complex problems.

g. Please explain how the Office of Recovery will validate and ensure the full range of psychological, emotional, and behavioral health needs are addressed. (NUH)

OOR will utilize our independent contractor to perform a community survey to measure success and leverage data collected by the State Department of Human Services Disaster Case Management Program.

10. Has the State of Hawai'i committed to allocating the Maui Wildfire Disaster Recovery Funds of \$130,950,000 in FY 2025? (Page 542, Program Budget) (TP)

The County of Maui continues to work with the State of Hawaii on an allocation of \$150.95 million in funds to aid in our community's recovery efforts. No State funds will be officially committed until the Legislature passes the State's budget.

11. The County-owned lands at the southern terminus of the Lahaina Bypass and on the mauka side of Highway 30, near mile marker 13.5, gets very dry during the summer. There are also many abandoned vehicles in this area, which we have learned from the August 2023 wildfires, become very toxic when burned. What is the plan to clean up this area so we do not endanger our first responders and sensitive environmental areas? (MD-2, BFED-1, FY24) (TP)

The Department coordinated with the Department of Environmental Management to ensure adequate funds are available in FY25 for the cleanup of abandoned vehicles in this area. Further community input is needed to determine the long-term use and management of this area.

12. The Planning and Development Division hired a GIS Analyst in January 2023, to develop a web-based database and mapping application for a County cultural layer. Please provide a status update. (MD-2, BFED-1, FY 24) (TP)

The Cultural Overlay is a mapping resource that brings together spatial data from multiple sources into a single application. Its purpose is to provide users easy access to historic or cultural information of a property and eliminates the need for users to span across multiple platforms in search for information. To begin the process of developing the Cultural Overlay, staff identified and created partnerships with internal and external agencies to share and exchange data. Using ESRI software for the assets and mapping development, staff then began developing a platform to host the application for users.

Working with the historic and archaeological partners, staff created a weighted criterion of SHPD's cultural asset layer to build a heatmap layer of cultural sites.

The cultural heatmap allows us to display the presence and concentration of cultural sites while keeping the exact location of a site discrete. In addition to developing a cultural heatmap layer, staff identified and created a list of data sources from our partner agencies that would later be integrated into our mapping application.

Currently, staff is working on developing spatial relationships between features. This year we were able to make strides on the developmental framework of the cultural overlay with the assistance of an intern who specialized in application development. The app will allow the public to access the information from the database as well as act as contributors by submitting documentation of known features that have not yet been cataloged by partner agencies. Since the internship has ended, there is a need for a developer to assist with technical portions of the application such as the creation of reporting features and specialized widget development. Moving forward, our next step is to finish the development and backend configuration of the application.

13. Is the Department aware of Maui County Emergency Management Agency's (MEMA) plans to have Emergency Service Dispatchers on the second floor of the former Hawaiian Telecom building in Wailuku instead of using the space to house the Information Technology Services Division? (TP)

The Department of Management was made aware of MEMA's proposal to locate Maui Police Department's (MPD) Real Time Crime Center on the second floor of the Hawaiian Telcom building. Management has clarified with both MEMA and MPD that the second floor of the building will be occupied by the Information Technology Services Division and is not available for use by MPD or MEMA.

14. The coconut tree in front of Councilmember Cook's parking space has lost its crown. Will funds to remove the tree come from the Department of Management's Parking Permit Fee fund? Have County staff received training on possible coconut rhinoceros beetle infestations? (TP)

Funding to remove the coconut tree fronting Councilmember Cook's parking space will come from the Department of Public Works budget. Ground maintenance staff have not yet received training for coconut rhinoceros beetle but is now looking into getting staff proper training.

15. Relating to the Managed Retreat Revolving Fund, what will be done in FY 2025 to address managed retreat and optimize opportunities for shifting development inland from the coast? (NUH)

The Managed Retreat Revolving Fund may be utilized as matching funds for hazard mitigation projects.

Salaries and Wages (Category “A”)

1. Relating to Equivalent Personnel in the Office of Recovery: (Page 540, Program Budget and Page 14-19, Budget Details) (TC)

a. Please provide the status and job description for each position. (TC)

See attached position descriptions for Office of Recovery. Position status as noted:

P-33138: EA I - Interviews held on 3/25 and 3/27 - selection pending

P-33127: EA II - Position filled 3/1/24

P-33128 and P-33129: EA II - Interviews scheduled for 4/15, 17 and 23.

P-33131: Grants Management Program Manager - Position filled 3/16/24

P-33130: Public Information Officer - Position filled, new hire to start on 4/16/24.

P-33132: Secretary II - Interviews held on 4/2 and 4/5 - selection made, pending establishment of start date.

P-XXXXX: Recovery Manager - Create position business process submitted to DPS on 2/20/24 - pending audit completion.

b. Have positions already been described and filled? (TP)

Yes, all positions except the Recovery Manager has been described and created by DPS. See item A for position status.

c. How did the Office recruit for these positions? Was it an internal or open recruitment? (TC)

The majority of the positions were recruited via inter-departmental and open recruitment. One, Executive Assistant II, position was filled via promotion without exam.

d. Currently, County directors, Deputy directors, and Division heads are playing active roles in the Office of Recovery. Now that the Office has been established and work is being contracted out, when will these individuals be able to return to their regularly assigned duties in their respective departments? (TC)

The Office of Recovery (OOR) continues to actively recruit for positions and County leadership continue to lead both operations and recovery efforts. Given the complexity of the disaster, inter-agency coordination needed, and importance to our community, County leadership will continue to be engaged and involved throughout recovery.

e. Who will be staffing the Office of Recovery's Wailuku and West Maui offices? (TC)

Office of Recovery personnel will staff the Wailuku and West Maui offices along with Contracted personnel being staffed in the West Maui office.

f. Please explain why six out of the eight positions need to be excluded managerial positions. (YLS)

The level of responsibility required by the positions to implement recovery strategies and activities warrants an excluded managerial classification.

2. Please justify the addition of a Public Information Officer for FY 2025 under index code 904051A. Explain how these duties differ from those performed by the Mayor's Communications and Government Affairs Office. (Page 14-19, Budget Details) (GJ) (YLS)

The OOR Public Information Officer (PIO) is solely dedicated to recovery efforts. This will include supporting extensive community engagement efforts that are underway and coordination of the Maui Recovers website. The PIO civil servant position in OOR will ensure consistency and ability to build relationships with partners.

3. What is the plan for the Director and Deputy Director to accomplish the Department's work despite current unfilled E/Ps and E/Ps proposed for FY 2025? (TP)

The Department is actively recruiting and filling positions. In addition to filling positions we seek to utilize professional services to contract work and will reassign projects to departments.

4. Please provide a status update on the Land Management Administrator position (Page 244, Program Budget) (TP)

The establishment of the land manager position is subject to reorganization requirements. The approval of proposed reorganization has been stalled due to

unanswered questions posed to Finance Director S. Teruya in a memo dated April 10, 2023 which relate to concerns that were first raised dating back to 2019. The Department of Management also requested input from the Department of Public Works on Finance's proposed land management reorganization as DPW also has a long-standing section of dedicated resources performing land management functions. DPW Director Jordan Molina concurred with the Department of Management's observations regarding potential areas of duplicity and overlap in land management functions and also requested further discussions with the Department of Finance. The County of Maui Department of Management's reorganization policy requires a review and approval of all proposed reorganizations by the Managing Director and encompasses as a key evaluating consideration the County of Maui Charter, Article 3, Section 3-9, Declaration of Policy, in regards to minimizing duplication and overlapping of functions, consolidating functions of a similar nature, among other critical evaluation factors.

Operations and Equipment (Categories "B" and "C")

1. P1. Please explain the funding for State Legislative Services under index code 904011B. How does the function of State Legislative Services differ from the responsibilities and duties of the Director of Communicators and Government Affairs, Office of the Mayor? (Page 14-6, Budget Details) (YLS)

The State Legislative Services contractor supports the Office of the Mayor Director of Communications and Government Affairs with legislative efforts. The proximity of the contractor, Strategies 360, on Oahu supports Maui County advocacy efforts at the State Legislature.

2. Relating to Cellular telephone under index code 904007B, please describe the cellular service requirements necessary for security systems in remote County sites. (Page 14-6, Budget Details) (TP)

The cellular service requirements necessary for security systems must have the capability to transmit data wirelessly to operate in remote County sites.

3. Please describe Contractual Service under index code 904038B. What are the amounts requested, granted, and who are the recipients for the Countywide Public Art program for FYs 2024 and 2025. (Page 14-8, Budget Details) (GJ)

The contract for Countywide Public Art administration is for Public Art Management and Fiscal Agent, Lokahi Pacific. In general, the scope of work includes managing all aspects of public art projects including project planning, facilitating artist negotiation and contracts, managing project budgets and

schedules and monitoring the installation of artwork. It involves public outreach and education, grant reporting, and seeking out projects consistent with the Public Art Master Plan. The team is responsible for documentation of all expenses and project costs including acting as a fiscal manager for multi-faceted projects involving federal funds. Lokahi Pacific holds the contract and acts as the fiscal sponsor and Maui Public Art Corps delivers the public art management services.

4. In FY 2023, the Department onboarded a new vehicle GPS vendor to enhance the County's Motor Vehicle Usage Policy. Who is the vendor and how will this help with the recovery of stolen vehicles? Does it report speeding? (Page 512, Program Budget) (TP)

The County of Maui's contracted GPS vendor is Cal|Amp. GPS tracking reports the last known location of a vehicle equipped with a device. The devices do report speeding violations and other safety concerns.

5. Which County-owned parcels were consolidated using Professional Services under index code 904038B? (Page 14-8, Budget Details and Page 525, Program Budget) (TP)

The Department seeks to consolidate the parcels associated with the Wailuku campus to include the following TMKs:

- *(2) 3-4-008:042 – Old Wailuku Courthouse*
- *(2) 3-4-008:053 – Kalana O Maui building*
- *(2) 3-4-008:041 – Kalana Pakui building*
- *(2) 3-4-008:040 – Miyahira*
- *(2) 3-4-008:050 – Napua Street*

6. Relating to Contractual Service under index code 904038B, why is Paia Clean & Safe, but not Wailuku Clean & Safe, being transferred to the Office of Economic Development (OED)? Please explain where funding for Paia Clean & Safe is provided for in OED's budget. (Page 14-8, Budget Details and Page 525, Program Budget) (TP) (YLS)

In Paia, the business community preferred to provide direction for safety services within that district and was willing to privately fund the oversight of private properties in addition to the public properties. Rather than have two separate services operating in Paia, it made better sense for efficiency and consistency to contribute to the Paia effort in the form of a grant through the Office of Economic Development. The Department of Management continues to staff the Maui Redevelopment Agency in Wailuku and the Wailuku Redevelopment Plan. UDB-5

states the responsibility to establish a regular program of litter control, cleaning and sidewalk maintenance. Therefore, funds for Wailuku Clean and Safe remain requested in Department of Management for FY25.

7. Please justify Professional Services under index code 904015B to assist legal requests and other work relating to the wildfires and transitioning to new technology. How does this differ from the funding and work the Department of the Corporation Counsel has proposed for responding to legal requests related to the wildfires. (Page 14-15, Budget Details and Page 534, Program Budget) (GJ)

Information Technology professional services are needed to provide the foundation, infrastructure and security to implement and/or enhance Corporation Counsel's applications and tools. The foundation and support include, but is not limited to, Microsoft 365 ecosystem, Network enhancements and upgrades, and data backup solutions.

8. Why are computer desktops and laptops under index code 904015C being purchased with ITSD funds? (Page 14-18, Budget Details and Page 534, Program Budget) (TP)

ITSD provides standardization and support of computer equipment such as desktops and laptops used by County departments to support day to day operations. Lifecycle management of desktops and laptops is required to replace hardware that is no longer under support and maintenance or compatible with new software applications and security requirements. In addition, desktop computer equipment for proposed expansion positions is procured through ITSD to maintain standards and ongoing support.

9. Relating to Professional Services under index code 904051B, has a vendor been selected for Community Engagement? Will proposals from Maui-based consultants be given special consideration? (Page 14-21, Budget Details and Page 541, Program Budget) (TP)

A Community Engagement vendor was selected, Constant Associates. No Maui-based firms submitted proposals in response to the request for proposals.

10. Relating to County grant subsidy under index code 904051B: (Page 14-21, Budget Details)

a. What is a bridge loan and who will be responsible for repayment? (TC)

A bridge loan is a loan that other municipalities have taken with non-profits to assist with recovery efforts. The County would be required to repay the loan.

b. Why is the Department receiving a bridge loan instead of a grant from Hawai'i Community Foundation (HCF)? (TC)

At the recommendation of the Department of Housing and Urban Development, the County began exploring the option of a bridge loan with HCF, with the goal that the repayment could be made with federal funds, specifically the Community Development Block Grant Disaster Recovery (CDBG-DR) funding. A grant from HCF could not be repaid/reimbursed with federal funds. Additionally, HCF is able to administer a wide variety of grants to local non-profits and organizations to aid in the Recovery efforts that the County of Maui can't do as quickly or efficiently as HCF is capable of.

c. Is HCF giving the County \$75,500,000 to give out as a grant subsidy? (TP)

The proposal was that the County would take out a bridge loan with HCF to then grant to the Council for Native Hawaiian Advancement (CNHA) to support ongoing housing projects for Lahaina residents.

d. Is the bridge loan from HCF the funds that were privately donated following the August 8, 2023, wildfires? If these are private donations, why are they not being granted to the County or directly provided to the Council for Native Hawaiian Advancement (CNHA) to be used for their intended purpose? (TC)

Yes, they are the funds privately donated following the August 8, 2023 wildfires. See response above regarding the granting of funds to the County. The structure proposed was to align the funds for federal reimbursement through CDBG-DR funding.

e. Please verify the amount of the bridge loan. Is the County required to contribute any funds to meet the \$75,000,000 grant amount for CNHA? (YLS)

The amount of the bridge loan proposed was approximately \$54.5 million. The difference in funding was the County's contribution.

f. Please detail how CNHA will use the funds. (GJ)

As proposed, CNHA would utilize the funding for its Kakoo Maui Housing Program.

11. Relating to Rental of Building under index code 904051B: (Page 14-21, Budget Details and Page 541, Program Budget)

a. Please provide more details on the Office of Recovery's West Maui office space, including the building location. Will there be adequate space for a West Maui Residency Area Office at the same location? (NUH) (TP)

The County of Maui is still working to finalize the lease agreement of a West Maui office space. We are pursuing a space at Lahaina Gateway and a portion of the space will be dedicated to the expedited/emergency permitting center, community engagement activities, meeting space and establishing a permanent County-led resiliency center. There may be opportunities for the West Maui councilmember to utilize the space on occasion.

b. Has the Department explored temporary or modular buildings on County land that can be repurposed to avoid spending \$250,000 for a mobile rental? The Department could instead purchase an asset with extended use value. (GJ)

The Department is not pursuing a mobile rental but rather a permanent physical office location in West Maui. Connectivity issues and other operational needs create barriers to expeditiously establishing a physical presence in West Maui.

12. Regarding the \$60,000 cumulative travel costs, including airfare, mileage, per diem, and registration fees, under index code 904051B, please identify the conferences or workshops the Office of Recovery's staff plan to attend in FY 2025. (Page 14-21, Budget Details) (NUH)

Office of Recovery staff and/or RSF leads will seek opportunities to learn from other municipalities at the After the Fire Leadership Summit and in their communities. There may be other opportunities to expand knowledge base and partnership through continued engagement at the state and federal level. These partnerships will ensure continued resources are dedicated to recovery efforts.

13. Relating to the \$14,225,000 for Professional Services under index code 904051B: (Page 14-21, Budget Details)

a. Please explain whether Requests for Proposals are in process and whether they have been issued or awarded. (NUH)

- *RFP for Recovery Management Services awarded to Tetra Tech*
- *RFP for Community Engagement awarded to Constant Associates*
- *RFP for Emergency Permitting awarded to 4 Leaf*

b. Please explain the need for funding for Expedited Permitting, Tetra Tech, Community Engagement, and Program and Project Management. (YLS)

Funding for expedited/emergency permitting is needed to ensure reconstruction within the affected areas can occur expeditiously. Tetra Tech is needed to ensure the County maximizes federal reimbursement and grant opportunities. Community engagement is needed to ensure the Long-Term Recovery Plan is community led and government supported. Program and Project Management is needed to ensure infrastructure repairs are coordinated.

14. Ordinance 5590 (2023) created the Office of Recovery Program and appropriated \$7,403,895. Please provide a breakdown of the encumbrances and expenditures, to date. (YLS)

As of 4/11/24, we have expended \$28,711. See attached FE Report for breakdown expended.

As of 4/11/24, we have encumbered \$6,612,960.86. Please see the following PO# and Contracts:

PO436466	Karey Kapoi LLC Develop action plan & assemble task forces for each recovery support functions of the OOR	\$11,916.74
PO436679	Tetra Tech EM Inc Disaster recovery management services for the August 2023 Maui Wildfire event	\$91,935.93
PO437461	Tetra Tech EM Inc Disaster recovery management services for the August 2023 Maui Wildfire event	\$250,000.00

PO 439078	ODP Business Solution LLC Copy paper 5000 sheets	\$165.40
C8143	Tetra Tech EM Inc FY 2024 TOP: 1095 Calendar days from NTP, disaster recovery management services for MGMT	\$2,843,333.00
C8154	Linn Nishikawa Associates Inc GY 2024 TOP: 1 year from NTP, Public Information and Communication Specialist and Website Design Team for Maui Recovers for Management – Maui Redevelopment Program	395,280.00
C8181	4Leaf Inc FY 2024 – TOP: 36 months from NTP, post-fire recovery and rebuilding assistance for Public Works - OOR	\$3,000,000.00
PO437940	Maui Office Machines Office furniture for OOR	\$20,329.79

Capital Improvement Projects

1. Relating to CBS-8403, Maui Wildfire Disaster Recovery, who will oversee the project? Please explain how the projects will be managed and how the use of funds will be monitored. (Page 910, Program Budget) (NUH)

Office of Recovery is recruiting for an EA II to oversee Housing and Infrastructure. This position will work with the Project and Program Management contractor and OOR Grants Program Manager to track funding and progress. The Departments will manage and implement respective projects.

2. Relating to CBS-6651, 60 South Church Street Building Renovations: (Page 912, Program Budget)

a. What is the estimated completion date for the project? (TP)

Please see answer below.


b. The project was expected to be completed by October 2023, with an anticipated move-in date of July 2024. Please explain why an additional \$1 million is necessary and what the new move-in date will be. (NUH)

Chair Yuki Lei Sugimura
Budget, Finance & Economic
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The project has gone through numerous delays due to permitting, equipment lead times, and federal grant approval which have pushed the project end date into 2025. Delay charges were imposed by the contractor due to said permit delays and numerous costly change orders have materialized due to unknown site conditions exposed during renovation activities. Significant additional service fees for the County's design consultants also resulted from the many change conditions and post-contract revisions to the construction drawings. Finally, delays caused by the federal grant application & review process has in turn delayed pricing of several major work line items for the project, for which the resulting price escalations must be accounted.

Thank you for your attention to this matter. Should you have any questions, please contact me at ext. 7855.

Sincerely,

for 
JOSIAH K. NISHITA
Managing Director

Attachment



County of Maui Security Policy

Effective August 1, 2023

Statements of Policy:

The County of Maui is committed to promoting, ensuring, maintaining and preserving a secure and professional physical working environment on all County official business sites, and effectively protecting and safeguarding all County assets. Security and safety are everyone's responsibility in working together to provide a safe environment.

The County of Maui will not knowingly permit risky and unsafe conditions to exist, nor will it permit its employees, officers, vendors, contractors and the general public to indulge in unsafe acts and inappropriate behavior on County premises that may pose a threat, real or perceived, to others.

I. Purpose

The purpose of this policy is, first and foremost, for the County of Maui ("County") to protect and to provide a secure, safe and pleasant working environment for its officials, employees, officers, vendors, and contractors, and the general public while on County property and work sites. Furthermore, this policy is to establish and maintain adequate and effective physical safeguards and protective measures over all County assets of equipment, facilities and real property.

This declaration of policy shall serve as the overall governing authority on County security. Detailed and subject matter-specific security plans and procedures may be issued separately and as warranted.

Departments may establish additional protocols as deemed necessary to address specific and unique needs of the department and its work sites consistent with this policy, with approval by the County Managing Director (Managing Director). Departments may consult with the Managing Director or designee for additional security requirements that may be warranted.

- After review and approval by the Managing Director a copy of the additional protocols shall be forwarded to the Managing Director or designee to be placed on file with this Security Policy.

The policy includes a discussion on the following:

- Section II. Scope
- Section III. Enforcement, Monitoring and Reporting
- Section IV. Access to County Facilities
- Section V. County Facilities Security
- Section VI. Employee Identification and Access Badges
- Section VII. Reporting Lost or Stolen Employee Identification Badge
- Section VIII. Security Video Requests and Release
- Section IX. Keys
- Section X. Termination
- Section XI. Volunteers and Contractors
- Section XII. Visitors and General Public
- Section XIII. Responsibilities
- Section XIV. Periodic Review
- Section XV. Exceptions
- Section XVI. Forms

II. Scope

This policy applies to all officials, employees, officers and volunteers of the County, vendors and contractors that have the proper authorization to conduct official County business, and members of the public while on County premises.

Consistent with the County of Maui Violence in the Workplace Action Plan, the County maintains zero-tolerance for all behavior and acts that threaten the security and safety of individuals and property on County premises.

Compliance to this policy is mandatory. Failure to comply with the County of Maui Security Policy may subject an employee to disciplinary action, up to and including termination, in accordance with the County of Maui's Discipline Policy, Circular No. 96-21 (February 21, 1996) and Circular No. 97-81 (amended September 15, 1997) as issued by the Department of Personnel Services; and/or any other established County policy, procedure, general order, standard of conduct and/or rule or regulation. Non-County personnel shall be reported to the police for legal/criminal proceedings as warranted.

III. Enforcement, Monitoring and Reporting

The Managing Director or designee of the Department of Management shall oversee this policy and is responsible for security aspects of the County. The Managing Director or designee shall have complete and unrestricted access to all relevant records and receive the full cooperation from employees of all departments including its directors, managers and supervisors as needed relevant to any official investigative matter in progress, as authorized by the Managing Director.

Directors of each department and agency heads are responsible for the implementation, monitoring and enforcement of this policy among all employees, volunteers and contractors of their respective departments. Directors shall ensure employees of its department review this policy annually and sign an acknowledgement of this policy which shall be maintained by the respective department Administrative Officer or Department Personnel Officer.

The Managing Director encourages all employees to report any unusual and suspicious activity observed to their department director immediately. (If you see something, say something).

- If an employee witnesses any criminal or suspicious activity in progress (i.e. vandalism to County property), the employee should immediately inform his/her immediate supervisor, who should notify the Department Director and contact the Maui Police Department as necessary.

Infractions should be reported on the **County of Maui Incident Report**. Reports should be submitted to the Department Director with a copy to the Department of Management. Every infraction will be investigated within 72 hours of reporting or in the timeliest manner practicable. Follow up with the reporter of the incident (victim and/or witness) shall be conducted by the Managing Director or designee/Department of Management.

Recommendations to improve security measures in the County should be reported to the Department of Management. General oversight, coordination, monitoring enforcement and updates of the **County of Maui Security Policy** shall be the responsibility of the Managing Director or designee.

IV. Access To County Facilities

County facilities include premises that provide a County function or service, and/or any location where a County employee is assigned to work. This shall include, but is not limited to, offices, base yards and other work sites that conduct official county business and/or operations, and parks and recreational sites owned and operated by the County.

County facilities are generally open for employees and the public from 7:45 a.m. to 4:30 p.m., Monday through Friday (excluding holidays), unless designated otherwise by the County. Days of the week and hours of operation open to the public shall be clearly identified with signage. Each Department Director shall be responsible for determining appropriate hours of operations and signage needed to keep the public informed. Any County official and employee in these facilities before or after normal hours must have County identification worn on the person and made clearly visible.

County officials and employees may be allowed on County facilities before or after normal hours only to perform their official County duties, and as authorized by the Department director or his/her designee, or authorized representative.

Other non-County officials and employees requiring building access other than during normal business hours to perform official County business must first attain proper authorization and schedule such access with the Managing Director or designee/Department of Management. Notification and request for building/facilities access made to the Managing Director or designee shall be, at minimum, 72 hours prior to access needed, unless for emergency situations which will be reviewed on a case-by-case basis.

- Temporary access badges may be issued on an as-needed basis, with proper authorization by the Managing Director. Refer to Section VI. Employee Identification and Access Badges.

Non-County employees may be allowed on County facilities before or after normal working hours, but must be escorted by a County employee at all times. All other persons without County identification will not be allowed access to County facilities other than normal business hours.

V. County Facilities Security

Each County building and facility will have an overall site-specific security policy.

Each location may prepare its site-specific policy proposal which must be reviewed and approved by the respective department director, and forwarded to the Department of Management for review and discussion.

- After review and approval by the Managing Director a copy of the site-specific policy for that department shall also be provided to and placed on file with the Managing Director or designee.

Locations and the departments responsible for creating and maintaining the site-specific policies are as follows:

LOCATION	DEPARTMENT (1) (2)
Kalana O Maui County Building – 200 S. High Street	Public Works
Police Offices & Satellite Locations	Police
Fire Offices & Stations	Fire & Public Safety
All Parks & Recreation Offices, Facilities, Recreational Sites	Parks & Recreation
All Public Works Base yards and Facilities	Public Works
County of Maui Service Center & Satellite Offices	Various (2)

Refuse & Wastewater Treatment Offices, Facilities, Plants & Base yards	Environmental Management
Water Treatment Facilities, Plants & Base yards	Water Supply
Prosecuting Attorney Office	Prosecuting Attorney
All other existing locations	Respective department
New Buildings	Respective department will coordinate with Department of PW and Management

Notes:

(1) Any site not currently identified in the table is the direct responsibility of the department that oversees the functions performed at that site.

(2) In facilities housing multiple department operations, each department director is responsible for his/her respective areas of operations. The relevant department directors shall work in concert to develop appropriate measures for the common areas for that site.

Additionally, each office/floor/area within the facility/building will have a site-specific security policy as deemed operationally appropriate and necessary by the department to which that office/floor/area belongs.

The site-specific policy may include, but is not limited to:

- Procedures for controlling access to limited or non-public areas by non-employees and employees not assigned to that facility.
- Procedures for entry to and exit from the building/floor/office after normal working hours including securing the doors and locking devices.
- Procedures for closing and securing windows after normal business hours.
- All doors, which are not public entrances, are to remain closed and locked from the outside at all times. No door shall be propped open or lock disabled unless necessary for temporary purposes of loading or unloading items to or from the building.
- Interior doors shall be locked at 4:30 p.m. by assigned staff. Employees requiring access to locked areas after 4:30 p.m. must re-lock the doors upon entrance or exit.

All additions to and/or removal of existing security equipment on County premises (e.g., lighting, cameras, alarm systems, etc.) must first be submitted in writing to the Department of Management, subject to review and recommendation for approval by the Managing Director or designee, with final approval by the Managing Director prior to the department's purchase and installation of such equipment.

VI. Employee Identification and Access Badges

The County shall issue no more than one (1) employee security access and identification badge (employee ID card) to all full-time employees and part-time employees who work at least 20 hours per week on a regularly scheduled, year-round basis.

- All employee badges must be worn on their person at all times during work hours either with a lanyard or clipped to their upper most garment preferably.
- Badges must be visible at all times.
- Exceptions are reviewed on a case by case basis by the relevant department and the Department of Management, with final approval made by the Managing Director.

Each department is responsible for requesting such badges from the Department of Management to obtain **Basic Access** to areas and offices specific and relevant to the employee's assigned duties and location of work as identified in the employee's official Position Description or as authorized by their department director. Basic Access is defined as access to the location where the employee is assigned to report to during his/her normal work hours and performs the majority of his/her assigned duties.

Requests for ID badges for employees for Basic Access shall be initiated and coordinated by the employee's respective department by completing the **County of Maui - Employee Profile Transmittal Form (Basic Access Request)**.

Any employee requiring **Special Access** shall first require approval of the department director of that additional office/work site(s). Special Access is defined as access to another department's offices or work sites (floor/office/building), and/or to another site other than the employee's assigned location (Basic Access) which is necessary for the performance of the employee's work. Request for Special Access shall be initiated and coordinated by the employee's respective department by completing the **County of Maui - Security Badge Special Access Request Form**.

Non-County employees requiring temporary access, must also complete the **County of Maui - Security Badge Special Access Request Form** (see also Section XI. Volunteers and Contractors).

Both forms, the **County of Maui - Employee Profile Transmittal Form** and the **County of Maui - Security Badge Special Access Request Form** must be submitted to the Department of Management for review and approval. Upon approval, departments should allow for a minimum of 72 hours advance notice with the Department of Management for the scheduling and processing of approved badge access requests.

All department directors are required to review the access of all of its employees on an annual basis:

- The Managing Director or designee will provide the department director with an Employee Access Report identifying department employees and their authorized access.
- The department director is responsible for reviewing and validating all department employees' access; this includes, but is not limited, to ensuring access is current, and appropriate and relevant to the employee's job duties.
- The department director is responsible for reporting any corrections/changes needed to the Managing Director or designee within 30 days of receiving the Employee Access Report.
- The Managing Director or designee is responsible for updating the Employee Access Report with information as provided by the department directors.

The employee ID badge shall contain the employee's photo and employee's first and last names. The card shall also bear the County seal and an expiration date. The badge may require additional information as needed. The badge remains the property of the County of Maui, may not be altered and must be surrendered upon request by the employee's department.

The following shall be required of all County personnel:

- All County employees shall have on their person an employee ID badge at all times while on County premises during official business hours.
- The employee ID badge must also be worn and clearly visible when an employee is acting in an official capacity offsite and/or during non-business hours.
- Field employees shall carry their identification ID badge at all times in a manner in which it does not interfere with any equipment.
- The employee ID badge shall be used as identification if requested by a member of the public or another County employee.
- All County personnel that interact with the public and/or appear as a representative on behalf of the County while conducting official County business must wear their employee ID badge so that it is clearly visible to the customer/public.
- When an employee is visiting a county facility that is different from his or her assigned location, he or she must carry his or her employee ID badge.
- Should an employee observe anyone wandering in a non-public area within a County facility without a County Employee badge or temporary badge, the employee is encouraged to approach the individual and provide assistance should they feel safe and comfortable in doing so.
- At no time shall an employee share his or her ID badge with any person to gain entry into a County building/site/office.
- The employee shall ensure the safekeeping of the employee badge.

Each department director is responsible for keeping current records of all employee ID badges issued for his/her department and the access authorized to each employee. All changes in access must be approved by the Department Director and Department of Management. Removal of

access for an employee or non-County employee requires the completion of **the County of Maui – Security Badge Access Removal Form**.

VII. Reporting Lost or Stolen Employee Identification Badge

An employee shall report all lost or stolen badges immediately to his/her supervisor. The supervisor shall contact the Department of Management by calling 270-7855 during regular business hours. The Department of Management will disable any programmable badges to protect against unauthorized access to County facilities.

Requests for replacement badges shall follow the procedures identified in Section VI. Employee Identification and Access Badges utilizing the **County of Maui - Employee Profile Transmittal Form** to request Basic Access and the **County of Maui - Security Badge Special Access Request Form** to request Special Access, if necessary.

If an employee requests more than one replacement, the cost of the replacement may be charged to the employee.

VIII. Security Video Requests and Release

Requests for the review and release of video footage from all County security cameras shall be initiated by completing the **Security Camera Video Review/Release Request Form** and submitting it to the Department of Management.

- The request shall be reviewed by the Managing Director or designee. Only those video requests approved by the Managing Director shall be released.

Videos shall be released for official county business and solely for the purpose of investigating incidents that have been reported via the **County of Maui Incident Report** that has been filed with the Department of Management (Managing Director or designee) and approved by the Managing Director. Any exceptions will be considered on a case by case basis, with approval by the Managing Director.

Requestor must certify that video will be held confidential, and that no copies will be made unless authorized by the Managing Director and used solely for the purpose provided on the **Security Camera Video Review/Release Request Form**, as approved. The retention period and limitations to the distribution of the requested video shall be determined by the Managing Director or designee.

IX. Keys

Each Department is responsible for keys issued to employees. Keys may be issued to employees to obtain specific access to doors and offices relevant to the employee's assigned work location and duties. When keys are issued, the employee receiving the keys must sign for them on a signature document provided by the Department which shall indicate responsibility of the keys.

Lost keys shall be reported immediately and the cost of replacement may be charged to that employee. The safekeeping of keys for facilities used in the operations of the department are the responsibility of that respective department.

X. Termination

Upon separation of employment of an employee, the immediate supervisor or departmental personnel officer is required to notify the division manager and department director.

The immediate supervisor or departmental personnel officer of the employee is responsible for collecting the employee's identification badge, keys and all other County property issued to the employee (i.e. mobile phones, pagers, tablets, laptop computers, vehicles, etc.) immediately upon the employee's separation date. The immediate supervisor or departmental personnel officer will return all such county property and equipment to the respective Division Administrator.

The Department director is responsible for notifying the Department of Management and ensuring the employee badge access is de-activated no later than the close of business day of the terminated employee's separation date. The department shall complete the **County of Maui – Security Badge Access Removal Form** to document its request to de-activate the terminating employee's badge access.

XI. Volunteers and Contractors

Persons who are not County employees and are volunteers and/or contractors conducting official County business shall enter County premises at the main lobby of each respective facility. Departments are responsible for the conduct and safety of their volunteers/contractors. In limited public access areas, volunteers/contractors shall be escorted or accompanied by an employee.

Contractors/Volunteers working over a continuous period (30 days or longer) may be issued temporary ID badges if approved by the Department director and Department of Management. To request special access, the **County of Maui - Security Badge Special Access Request Form** must be completed. Approval shall be dependent on need and circumstances as justified by the Department director. (Refer also to Section IV. Access to County Facilities and Section VI. Employee Identification and Access Badges.)

The Department is responsible for obtaining the badge at the end of the volunteer's/contractor's assignment. The **County of Maui – Security Badge Access Removal Form** must be completed to de-activate the contractor's/volunteer's special badge access upon completion of contract or work assignment.

XII. Visitors and General Public

All visitors should enter County premises at the main lobby of each respective facility. Authorized visitors will receive directions or be escorted to their destination. Employees shall be mindful of the conduct of their visitors to ensure their safety and well-being to the extent reasonably possible. In limited public access areas, visitors shall be escorted or accompanied by an employee. Refer also to Section IV. Access To County Facilities.

If an individual is observed on County premises, the employee shall notify his/her supervisor and is encouraged to do any of the following: 1) ask the person if he or she needs assistance, 2) escort the person to his or her destination, 3) direct the individual to the information counter and or receptionist, or 4) notify their supervisor.

In any instance where an employee perceives another individual's (employee, visitor or general public) behavior is suspicious, unusual or disturbing, the employee shall immediately notify his/her supervisor who shall report it to the Department Director. The Department Director is responsible to take immediate action as necessary. If the employee believes that there is an imminent direct threat to the physical safety of self or others, the employee shall immediately notify the Police Department (Dial 911)

XIII. Responsibilities

All County officials, employees, officers and volunteers are responsible for familiarizing themselves with the Maui County Security Policy. Department directors and elected officials are responsible for ensuring that employees and volunteers comply with this Policy and procedures. It is mandatory to immediately report breaches in security to the respective Department Director or Deputy Director. If neither can be notified immediately, it should be reported to the department's Administrative Officer. If the Department Director, Deputy Director and/or Administrative Officer suspects the breach in security was criminal in nature, he/she should notify the Maui Police Department, Managing Director and Managing Director or designee.

Enforcement of this policy is the responsibility of the Director of each department and agency head. Each Director shall provide and coordinate training for his/her department employees on this policy and related procedures. The policy shall be reviewed during on-boarding of all newly hired employees. Employee training and annual reviews of the policy shall be documented.

General oversight, coordination, monitoring enforcement and periodic updates of the County of Maui Security Policy shall be the responsibility of the Managing Director or designee/Department of Management.

The Department of Public Works, in coordination with the Department of Management, is responsible for maintenance and installation of all locks and card readers for all County buildings occupied by County employees and used for official County business.

Whenever feasible, the building security procedures for leased facilities operated by the County shall be the same as that of County-owned facilities.

Employee security access and identification badges (Section VI) and keys (Section VIII) are the exclusive property of the County. No County badges or keys shall be duplicated by anyone other than the Department of Public Works and only upon first attaining authorization from the Department of Management.

The County reserves the right to deactivate employee access badges at any time without notice. Each Department Director will maintain records of all County employee badges and keys assigned to the employees of his/her respective department.

XIV. Periodic Review

The Department of Management, in conjunction with Corporation Counsel Risk Management Division, shall review this policy and corresponding procedures annually and update it as needed.

XV. Exceptions

All departments of the Executive Branch shall be subject to this policy without exception.

The departments of Council Services, County Clerk and County Auditor may choose to comply with this policy or establish their own.

Failure to comply with the County of Maui Security Policy shall subject an employee to disciplinary action, up to and including termination, in accordance with the County of Maui's Discipline Policy, Circular No. 96-21 (February 21, 1996) and Circular No. 97-81 (amended September 15, 1997) as issued by the Department of Personnel Services; and/or any other established County policy, procedure, general order, standard of conduct and/or rule or regulation.

XVI. FORMS

The following forms are referenced in this policy:

- County of Maui Incident Report (Revised 5/6/2022 RMD)
- County of Maui Security Camera Video Review/Release Request Form
- County of Maui – Employee Profile Transmittal Form (Basic Access Request)
- County of Maui – Security Badge Special Access Request Form
- County of Maui – Security Badge Access Removal Form

Forms are available with the Managing Director or designee (Department of Management).



County of Maui
 Department of the Corporation Counsel
 Risk Management Division
 200 S High Street, 3rd Floor
 Wailuku, HI 96793
 Office Main: (808) 270-7535

INCIDENT REPORT

** For Internal Use Only **

(If you are reporting a vehicle accident, use the Vehicle Accident Report form)

Instructions – Select (1) or (2)

(1) For incidents involving **County property damage, theft, vandalism, or injury to third party(ies)**, complete this Report and email it to: RMD@mauicounty.gov, copy your DPO & the MD's office. If **potential criminal activity** include Blake.T.Takayama@mauicounty.gov

(2) For incidents involving **employee injury**, complete this report and email it + a completed **WC-1 form** to: claims@johnmullen.com, copy: your DPO, Lydia.Toda@co.maui.hi.us, Lorraine.Schelfe@co.maui.hi.us. **Never send a WC-1 form to RMD@mauicounty.gov.**

Incident Date: _____ Time: _____ Location: _____

REPORTED BY:

Name _____ Title _____ Dept / Division: _____ / _____
Print Initial Here

Phone: _____ Email: _____ Date / Time Reported: _____ / _____ M

Were Police notified? Yes No If yes, Police Report # _____

Was anyone injured? Yes No Name of Injured Person(s) _____

If yes, describe injury: _____

Any property damages? Yes No If yes, describe County or third-party damage: _____

Describe What Happened (include relevant events up to, during and after the incident): ATTACH additional sheets as needed

Any Witnesses? 1. Name _____ Contact # _____

2. Name _____ Contact # _____

Corrective actions taken or suggested to prevent recurrence: _____

REVIEWED and INITIALLED BY SUPERVISOR:

Name: _____ Phone: _____ Email: _____ Date _____
Print Initial Here

COUNTY OF MAUI - EMPLOYEE PROFILE TRANSMITTAL FORM
(BASIC ACCESS REQUEST)

DATE _____

PRINT FIRST and LAST NAMES, MUST BE LEGAL NAMES

FIRST NAME: _____ (M.I.) _____

LAST NAME _____

SUFFIX _____ (JR., SR, II, III, ETC.)

DEPARTMENT NAME: _____

DIVISION: _____

FACILITY NAME: _____

FACILITY LOCATION: _____

EMPLOYEE NUMBER - (6) CHARACTERS: [0] _____

WORKDAY POSITION NUMBER: P - _____

JOB CLASSIFICATION TITLE: _____

COUNTY HIRE DATE: _____

Is this employee required to report to work during an emergency?

YES ___ NO ___

*** If the response to the above question is yes, a supervisor approval is required.*

APPROVED BY (PLEASE PRINT): _____

SIGNATURE: _____ DATE: _____

*** I acknowledge that upon the termination of my employment with the County of Maui, it is my responsibility to return my ID/Access Control badge to my supervisor.

EMPLOYEE'S SIGNATURE & DATE: _____

DEPARTMENT DIRECTOR APPROVAL: _____

MFD ONLY - HT _____ WT: _____ HAIR: _____ EYES: _____ GDR: _____

**County of Maui
Department of Management
SECURITY CAMERA VIDEO REVIEW/RELEASE REQUEST FORM**

Date of Request: _____

REQUESTOR INFORMATION

DEPARTMENT: _____

CONTACT NAME: _____

DEPT. PHONE: _____ EMAIL: _____

SECURITY CAMERA VIDEO INFORMATION

LOCATION(S) OF CAMERA(S): _____

DATE AND TIME OF VIDEO: _____
(PROVIDE EXACT TIME AND DATE TO FACILITATE PROCESSING)

REASON FOR REQUEST: _____

** May add additional information on separate page if necessary.

APPROVALS

Requesting Individual	Security Designee
I acknowledge that I have read and understand the County of Maui Security Policy. I certify that my use of any video released pursuant to this request will be in strict accordance with the terms of the Security Policy.	<input type="checkbox"/> I approve this request for the review/release of security camera video.
_____ Signature	<input type="checkbox"/> I do NOT approve this request for the review/release of security camera video, and written justification is attached.
_____ Printed Name	_____ Signature
_____ Title	_____ Printed Name
_____ Department	_____ Title
_____ Date	_____ Date

SUBMIT THIS FORM TO THE DEPARTMENT OF MANAGEMENT, ATTENTION: CHIEF SECURITY OFFICER

COUNTY OF MAUI - SPECIAL ACCESS BADGE REQUEST FORM

Requested for: Employee Other: _____

Request Type: Special Permanent

Special Temporary Access Period: _____

Please print legibly

NAME (Last, First): _____

PERM ID # - _____ POSITION TITLE: _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S TITLE: _____

SUPERVISOR'S PHONE #: _____

DIVISION: _____

DEPARTMENT: _____

SPECIAL ACCESS LEVEL (Check all applicable):

Other Floor (Elevator Access): _____

Other Department/Office: _____

Other Facility Location: _____

Other Miscellaneous: _____

Requested by (Print & Signature): _____

Requestor's Position Title: _____ Date: _____

Provide explanation and justification why special access is requested:

REQUIRED APPROVALS:

Requesting Department Director: _____ Date: _____

Floor/Facility/Department Director Authorization: _____

Security Control Officer, Department of Management Authorization:

Date: _____

Copy of Completed Authorized Form will be on file at the Department of Management Attn: Chief Security Officer

Revised Eff 02.14.2023

COUNTY OF MAUI - EMPLOYEE ACCESS REMOVAL REQUEST FORM

Removal Type: Basic
 Special
 All

Removal Effective Date: _____

Please print legibly OR use fillable form

EMPLOYEE NAME (Last, First): _____

PERM ID # - _____ POSITION TITLE: _____

SUPERVISOR'S NAME: _____

SUPERVISOR'S TITLE: _____

SUPERVISOR'S PHONE #: _____

DIVISION: _____

DEPARTMENT: _____

Requested by (Print & Signature): _____

Requestor's Position Title: _____ Date: _____

Provide explanation and justification why removal of access is requested:

REQUIRED APPROVALS:

Requesting Department Director: _____ Date: _____

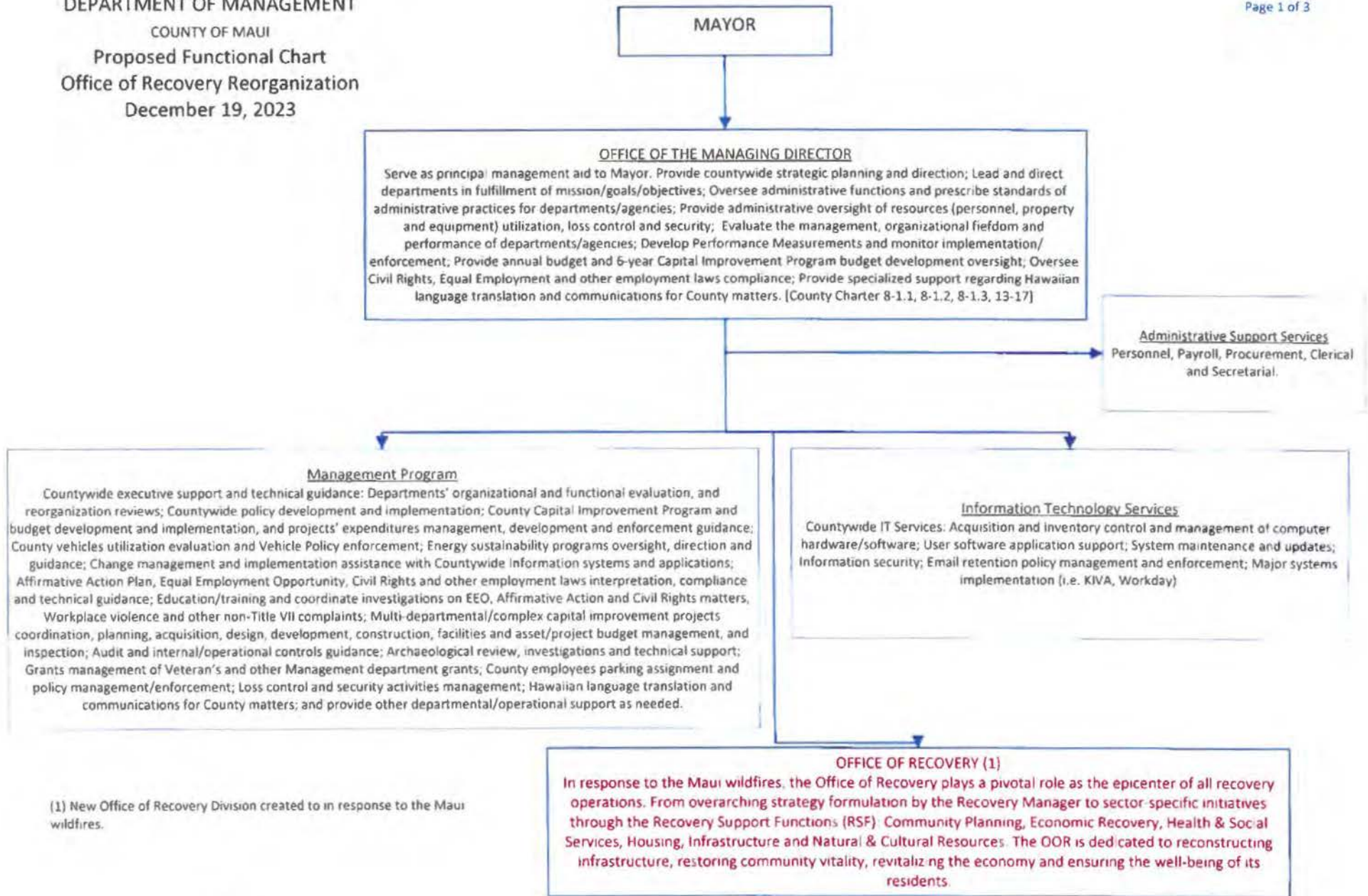
Floor/Facility/Department Director Authorization: _____

Security Control Officer, Department of Management Authorization:
_____ Date: _____

Copy of **Completed Authorized Form will be on file at the Department of Management Attn: Chief Security Officer**

Revised Eff 02.14.2023

DEPARTMENT OF MANAGEMENT
 COUNTY OF MAUI
 Proposed Functional Chart
 Office of Recovery Reorganization
 December 19, 2023



(1) New Office of Recovery Division created to in response to the Maui wildfires.

Prepared by

Louise Batton 12/19/23
 Louise Batton, Secretary III Date

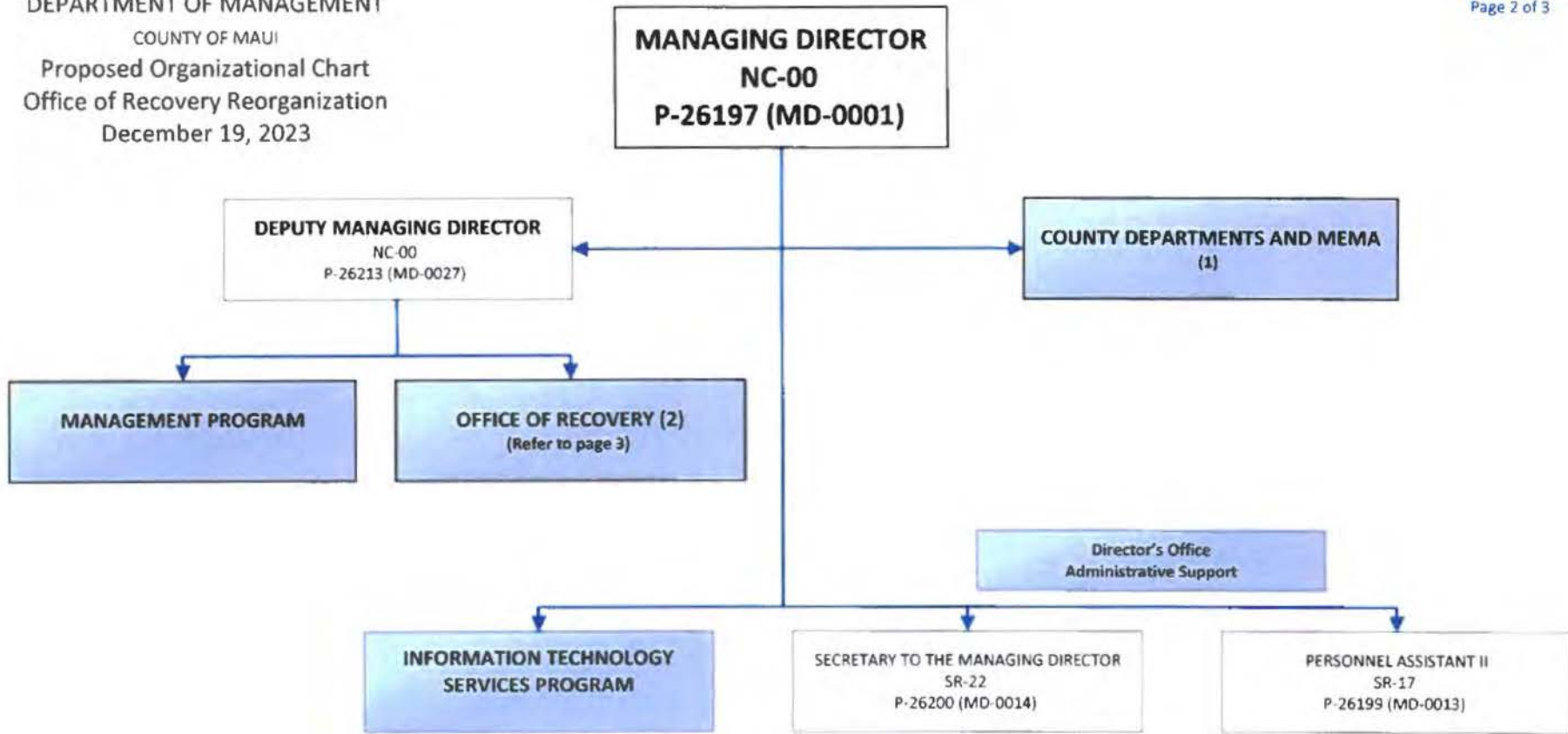
Department Approval By

Joseph K. Nishida 12/19/23
 Joseph K. Nishida, Deputy Managing Director Date

Approved by

Kekuaupio R. Akana 12/19/23
 Kekuaupio R. Akana, Managing Director Date

DEPARTMENT OF MANAGEMENT
 COUNTY OF MAUI
 Proposed Organizational Chart
 Office of Recovery Reorganization
 December 19, 2023



(1) Includes departments enumerated in Article 8, County of Maui Charter: Corporation Counsel, Environmental Management, Finance, Fire and Public Safety, Housing and Human Concerns, Liquor Control, Parks and Recreation, Personnel Services, Planning, Police, Prosecuting Attorney, Public Works, Transportation, Water Supply, Agriculture and Maui County Emergency Management Agency.
 (2) Office of Recovery Division created in response to the Maui wildfires as an epicenter of all recovery operations.

Prepared by

Louise Batson 12/19/23
 Louise Batson, Secretary Date

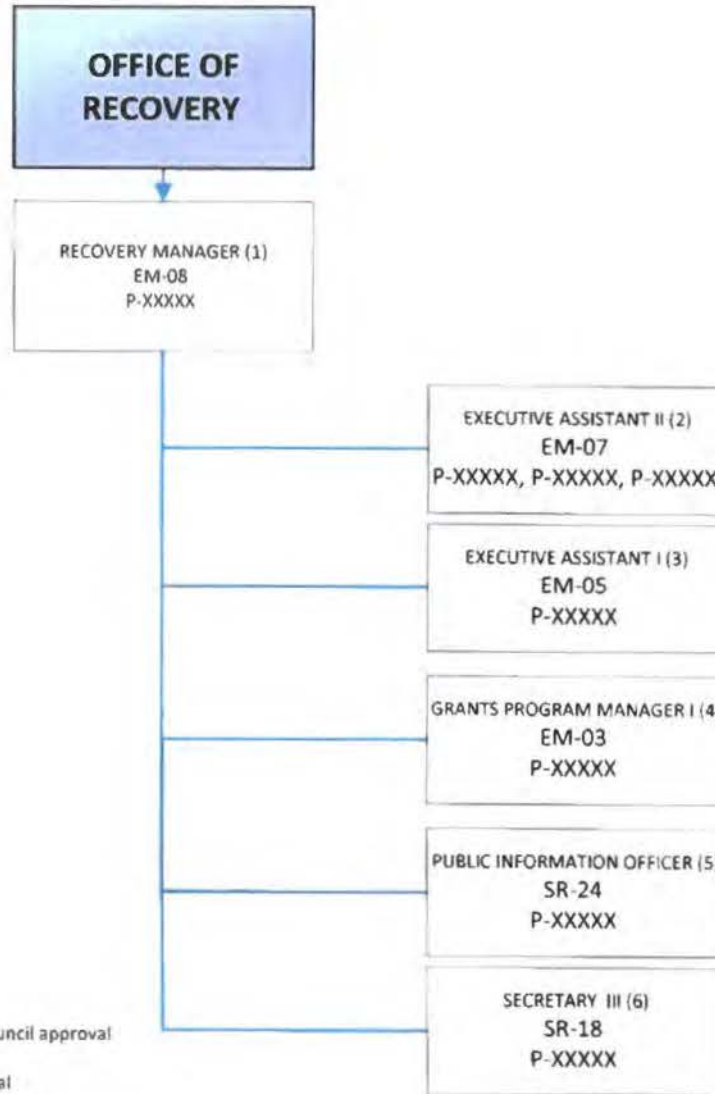
Department Approval
 By

Josiah K. Nishita 12/19/23
 Josiah K. Nishita, Deputy Managing Director Date

Approved by

Kekuaupio R. Akana 12/19/23
 Kekuaupio R. Akana, Managing Director Date

DEPARTMENT OF MANAGEMENT
 COUNTY OF MAUI
 Proposed Organizational Chart
 Office of Recovery Reorganization
 December 19, 2023





- (1) P-XXXXX, Recovery Manager (EM-08) FY24 expansion position pending Council approval
- (2) P-XXXX, P-XXXXX, P-XXXXX, Executive Assistant II (EM-07) FY24 expansion position pending Council approval
- (3) P-XXXXX, Executive Assistant I (EM-05) FY24 expansion position pending Council approval
- (4) P-XXXXX, Grants Program Manager I (EM-03), FY24 expansion position pending Council approval
- (5) P-XXXXX, Public Information Officer (SR-24) FY24 expansion position pending Council approval
- (6) P-XXXXX, Secretary III (SR-18) FY24 expansion position pending Council approval

Prepared by
Louise Batron 12/19/23
 Louise Batron, Secretary III Date

Department Approval By
 12/19/23
 Josiah K. Nishita, Deputy Managing Director Date

Approved by
 12/19/23
 Kekuaopio R. Akana, Managing Director Date

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION	Dept: <u>Management</u> Div: <u>Office of Recovery</u> Section: _____ Physical Location: <u>Trask Bldg</u>
1. Pos. No. <u>P-XXXXX P-33127</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____	2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: _____
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>) Recommended Allocation: CLASS: <u>Executive Assistant II</u> SR: <u>EM-07</u>	
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):	
6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.	
See attached	% of Time
FOR CIVIL SERVICE USE ONLY	
ACTION TAKEN: Initial Alloc (<input checked="" type="checkbox"/>) Realloc (<input type="checkbox"/>) No Change (<input type="checkbox"/>) Other: _____	
CLASS: <u>MA.102 Executive Assistant II</u> SR: <u>EM-07</u>	
See Audit Rpt No: <u>AR #2024-182</u> Study By: <u>SM</u> Alloc Notice No: _____	
Non-Comp Exam Req: Date Adm: _____ Pass (<input type="checkbox"/>) Fail (<input type="checkbox"/>) Score: _____	
EFFECTIVE DATE: <u>1/1/2024</u>	APPROVED: <u>CM Razo-Jordan</u> DATE: <u>1-8-2024</u>

7.	Supervision Received (Give name and title of immediate supervisor):	
	Name: <u>Josiah Nishita/P-26213</u>	Title: <u>Deputy Managing Director</u>
8.	Responsibilities of the Position:	
	a. Supervisory Responsibilities (List names, titles and nature of supervision given):	
	<u>Name</u>	<u>Title</u> <u>Nature of Supervision</u>
	b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):	
	c. Tools and Equipment (List tools and equipment used or operated):	
	d. Hazards, Hardship, etc (List and describe any unusual working conditions):	
	e. List Licensee or Certificates Held:	
	<u>Valid drivers license type 3</u>	
9.	CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete.	
	Signature of Employee: _____	Date: _____
10.	Statement of Immediate Supervisor	
	a. Comment on the statements made by employee (Indicate exceptions or additions):	
	b. Describe the nature and extent of supervision you exercise over this position:	
	c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION (The Educational level, kind and length of work experience, physical requirements)	
	d. License and/or Certificates Required	
11.	CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete.	
	Signature of Immediate Supervisor: 	Date: <u>DEC 28 2023</u>
12.	CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete.	
	Signature of Division Head: _____	Date: _____
13.	Statement of Department Head:	
	a. Indicate and comment on any inaccuracies or disagreements:	
	b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.	
14.	CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete.	
	Signature of Department Head: 	Date: <u>DEC 28 2023</u>

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT EXECUTIVE ASSISTANT II, EM-07 P-XXXXX

Duties of the Position

Reporting to the Deputy Managing Director, this position performs in a leadership capacity within the Recovery Support Function, providing high-level executive support and management expertise. The position provides executive support, counsel, and recommendations on matters with a broad influence on County government. Assignments to this position are complex and have impacts on policies and operational procedures. The role requires a deep understanding of government finance, recovery missions, budgeting, and operations, allowing the individual to independently conduct comprehensive research, critical analysis, and assessment of pertinent information to shape recommendations and management reports.

1. Coordinates the implementation of the Maui County Recovery Framework including overseeing the coordination of Recovery Support Function activities to tackle complex and cross-cutting issues in coordination with other government agencies, community groups, non-governmental organizations, and intra-County. Supports Recovery Support Function areas such as community planning, natural and cultural resources, infrastructure, housing, economic development, and health and social services, as assigned. Coordinates with supporting departments and agencies, finance, and budgeting staff to develop project requirements and propose requests for additional funding, staff, contract, or technical support. Oversees cross-cutting working groups, technical support, and contract supported provided by federal, state, or contracted partners. **50% (a)(b)**
2. Reviews reports, data, and information, and oversee studies relating to County recovery operations. Manages operational performance and effectiveness, policies and procedures, personnel issues and financial matters submitted to the Deputy Managing Director for resolution. Provides recommendations for disposition to the Deputy Managing Director and/or Mayor based upon the results of the research, investigations, and studies conducted. **20% (a)(b)**
 - a. Oversight of Countywide projects and programs, support of departments, and implementation/enforcement of Office of Recovery goals and objectives, which may include evaluation of services and programs implemented by Departments and CDBG, and cross departmental coordination and communication.
 - b. Formulates, drafts and/or updates administrative policies, guidance and procedures based on the Deputy Managing Director's directives, Department's objectives, and independent research, information gathering, analysis and evaluation. Coordinates appropriate consultations, provides guidance to departments on policy matters and interpretation, and monitors implementation and enforcement.

- c. Provides guidance, coordination, and support with Countywide recovery issues, including legislation and communications.
- 3. Provides executive assistance to the Deputy Managing Director for Strategic Recovery Planning purposes, and forecasting/budgeting for the Office of Recovery. Development and formulation of long-term goals and objectives in support of community needs, Mayor's vision, Council directives and/or legal/regulatory mandates (federal, state and county). Independently performs research and analysis to conclude on initial feasibility and formulate recommendations to the Deputy Managing Director. **5% (a)(b)**
 - a. Prepares feasibility assessments, forecasts, and studies in the preliminary evaluation of new programs, acquisitions, systems etc. that may significantly impact County operations; develops strategies for operational integration and implementation; advises and makes recommendations based on assessment performed.
 - b. Serves as point of contact for department with Budget Office. Responsible for the annual Mayor Proposed Budget requirements for Office of Recovery, disseminates/coordinates information, prepares budget details and ensures budget requirements are met timely and according to Budget instructions. Prepares draft responses to questions raised during review of proposed budget as directed by Deputy Managing Director.
- 4. Performs independent research, planning, inter-departmental coordination and application for Federal funding assistance and grant opportunities to meet general and specific program objectives and requirements of the County of Maui. **15% (a)(b)**
- 5. Serves on various committees and community advisory groups as assigned on behalf of the Office of Recovery. Serves as a liaison between the County of Maui and other governmental jurisdictions and agencies or branches of government. Performs other related duties as assigned by the Deputy Managing Director. **10% (a)(b)**

Key:

- (a) The performance of this function is the reason that the job exists
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION	Dept: <u>Management</u> Div: <u>Office of Recovery</u> Section: _____ Physical Location: <u>Trask Bldg</u>
1. Pos. No. <u>P-XXXXX P-33128</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____	2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: _____
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>) Recommended Allocation: CLASS: <u>Executive Assistant II</u> SR: <u>EM-07</u>	
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):	
6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.	
See attached	% of Time
FOR CIVIL SERVICE USE ONLY	
ACTION TAKEN: Initial Alloc (<input checked="" type="checkbox"/>) Realloc (<input type="checkbox"/>) No Change (<input type="checkbox"/>) Other: _____	
CLASS: <u>MA.102 Executive Assistant II</u> SR: <u>EM-07</u>	
See Audit Rpt No. <u>AR #2024-182</u> Study By: <u>SM</u> Alloc Notice No _____	
Non-Comp Exam Req: Date Admn: _____ Pass (<input type="checkbox"/>) Fail (<input type="checkbox"/>) Score: _____	
EFFECTIVE DATE: <u>1/1/2024</u> APPROVED: <u>CM Rago</u> DATE: <u>1-8-2024</u>	

7. Supervision Received	(Give name and title of immediate supervisor)	
Name:	<u>Josiah Nishita/P-26213</u>	Title: <u>Deputy Managing Director</u>
8. Responsibilities of the Position:		
a. Supervisory Responsibilities (List names, titles and nature of supervision given):		
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):		
c. Tools and Equipment (List tools and equipment used or operated):		
d. Hazards, Hardship, etc (List and describe any unusual working conditions):		
e. List Licenses or Certificates Held:		
Valid drivers license type 3		
9. CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete.		
Signature of Employee: _____		Date: _____
10. Statement of Immediate Supervisor		
a. Comment on the statements made by employee (Indicate exceptions or additions):		
b. Describe the nature and extent of supervision you exercise over this position:		
c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION (The Educational level, kind and length of work experience, physical requirements)		
d. License and/or Certificates Required		
11. CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete.		
Signature of Immediate Supervisor: _____		Date: DEC 28 2023
12. CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete.		
Signature of Division Head: _____		Date: _____
13. Statement of Department Head:		
a. Indicate and comment on any inaccuracies or disagreements:		
b. Comment on qualifications indicated by Immediate Supervisor in 10-c above		
14. CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete.		
Signature of Department Head: _____		Date: DEC 28 2023

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT EXECUTIVE ASSISTANT II, EM-07 P-XXXXX

Duties of the Position

Reporting to the Deputy Managing Director, this position performs in a leadership capacity within the Recovery Support Function, providing high-level executive support and management expertise. The position provides executive support, counsel, and recommendations on matters with a broad influence on County government. Assignments to this position are complex and have impacts on policies and operational procedures. The role requires a deep understanding of government finance, recovery missions, budgeting, and operations, allowing the individual to independently conduct comprehensive research, critical analysis, and assessment of pertinent information to shape recommendations and management reports.

1. Coordinates the implementation of the Maui County Recovery Framework including overseeing the coordination of Recovery Support Function activities to tackle complex and cross-cutting issues in coordination with other government agencies, community groups, non-governmental organizations, and intra-County. Supports Recovery Support Function areas such as community planning, natural and cultural resources, infrastructure, housing, economic development, and health and social services, as assigned. Coordinates with supporting departments and agencies, finance, and budgeting staff to develop project requirements and propose requests for additional funding, staff, contract, or technical support. Oversees cross-cutting working groups, technical support, and contract supported provided by federal, state, or contracted partners. **50% (a)(b)**
2. Reviews reports, data, and information, and oversee studies relating to County recovery operations. Manages operational performance and effectiveness, policies and procedures, personnel issues and financial matters submitted to the Deputy Managing Director for resolution. Provides recommendations for disposition to the Deputy Managing Director and/or Mayor based upon the results of the research, investigations, and studies conducted. **20% (a)(b)**
 - a. Oversight of Countywide projects and programs, support of departments, and implementation/enforcement of Office of Recovery goals and objectives, which may include evaluation of services and programs implemented by Departments and CDBG, and cross departmental coordination and communication.
 - b. Formulates, drafts and/or updates administrative policies, guidance and procedures based on the Deputy Managing Director's directives, Department's objectives, and independent research, information gathering, analysis and evaluation. Coordinates appropriate consultations, provides guidance to departments on policy matters and interpretation, and monitors implementation and enforcement.

- c. Provides guidance, coordination, and support with Countywide recovery issues, including legislation and communications.
- 3. Provides executive assistance to the Deputy Managing Director for Strategic Recovery Planning purposes, and forecasting/budgeting for the Office of Recovery. Development and formulation of long-term goals and objectives in support of community needs, Mayor's vision, Council directives and/or legal/regulatory mandates (federal, state and county). Independently performs research and analysis to conclude on initial feasibility and formulate recommendations to the Deputy Managing Director. **5% (a)(b)**
 - a. Prepares feasibility assessments, forecasts, and studies in the preliminary evaluation of new programs, acquisitions, systems etc. that may significantly impact County operations; develops strategies for operational integration and implementation; advises and makes recommendations based on assessment performed.
 - b. Serves as point of contact for department with Budget Office. Responsible for the annual Mayor Proposed Budget requirements for Office of Recovery, disseminates/coordinates information, prepares budget details and ensures budget requirements are met timely and according to Budget instructions. Prepares draft responses to questions raised during review of proposed budget as directed by Deputy Managing Director.
- 4. Performs independent research, planning, inter-departmental coordination and application for Federal funding assistance and grant opportunities to meet general and specific program objectives and requirements of the County of Maui. **15% (a)(b)**
- 5. Serves on various committees and community advisory groups as assigned on behalf of the Office of Recovery. Serves as a liaison between the County of Maui and other governmental jurisdictions and agencies or branches of government. Performs other related duties as assigned by the Deputy Managing Director. **10% (a)(b)**

Key:

- (a) The performance of this function is the reason that the job exists
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION	Dept: <u>Management</u> Div: <u>Office of Recovery</u> Section: _____ Physical Location: <u>Trask Bldg</u>
--	--

1. Pos. No. <u>P-XXXXX P-33129</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____	2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: _____
--	--

4. Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review ()

Recommended Allocation: CLASS: Executive Assistant II SR: EM-07

5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.

See attached	% of Time
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FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc () Realloc () No Change () Other: _____

CLASS: MA.102 Executive Assistant II SR: EM-07

See Audit Rpt No. AR #2024-182 Study By: SM Alloc Notice No _____

Non-Comp Exam Req: Date Admn: _____ Pass () Fail () Score: _____

EFFECTIVE DATE: 1/1/2024 APPROVED: Om Razofoote DATE: 1-9-2024

7. Supervision Received (Give name and title of immediate supervisor) : Name: <u>Josiah Nishita/P-26213</u> Title: <u>Deputy Managing Director</u>							
8. Responsibilities of the Position: a. Supervisory Responsibilities (List names, titles and nature of supervision given): <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 30%;"><u>Name</u></th> <th style="text-align: center; width: 30%;"><u>Title</u></th> <th style="text-align: center; width: 40%;"><u>Nature of Supervision</u></th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table> b. Other Responsibilities (Describe responsibilities not shown in 5 or 8a) c. Tools and Equipment (List tools and equipment used or operated): d. Hazards, Hardship, etc (List and describe any unusual working conditions): e. List Licenses or Certificates Held: <u>Valid drivers license type 3</u>		<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>			
<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>					
9. CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete. Signature of Employee: _____ Date: _____							
10. Statement of Immediate Supervisor a. Comment on the statements made by employee (Indicate exceptions or additions): b. Describe the nature and extent of supervision you exercise over this position: c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION (The Educational level, kind and length of work experience, physical requirements): d. License and/or Certificates Required							
11. CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete. Signature of Immediate Supervisor: _____ Date: <u>DEC 28 2023</u>							
12. CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete. Signature of Division Head: _____ Date: _____							
13. Statement of Department Head: a. Indicate and comment on any inaccuracies or disagreements: b. Comment on qualifications indicated by Immediate Supervisor in 10-c above							
14. CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete. Signature of Department Head: _____ Date: <u>DEC 28 2023</u>							

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT EXECUTIVE ASSISTANT II, EM-07 P-XXXXX

Duties of the Position

Reporting to the Deputy Managing Director, this position performs in a leadership capacity within the Recovery Support Function, providing high-level executive support and management expertise. The position provides executive support, counsel, and recommendations on matters with a broad influence on County government. Assignments to this position are complex and have impacts on policies and operational procedures. The role requires a deep understanding of government finance, recovery missions, budgeting, and operations, allowing the individual to independently conduct comprehensive research, critical analysis, and assessment of pertinent information to shape recommendations and management reports.

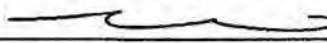
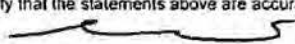
1. Coordinates the implementation of the Maui County Recovery Framework including overseeing the coordination of Recovery Support Function activities to tackle complex and cross-cutting issues in coordination with other government agencies, community groups, non-governmental organizations, and intra-County. Supports Recovery Support Function areas such as community planning, natural and cultural resources, infrastructure, housing, economic development, and health and social services, as assigned. Coordinates with supporting departments and agencies, finance, and budgeting staff to develop project requirements and propose requests for additional funding, staff, contract, or technical support. Oversees cross-cutting working groups, technical support, and contract supported provided by federal, state, or contracted partners.
50% (a)(b)
2. Reviews reports, data, and information, and oversee studies relating to County recovery operations. Manages operational performance and effectiveness, policies and procedures, personnel issues and financial matters submitted to the Deputy Managing Director for resolution. Provides recommendations for disposition to the Deputy Managing Director and/or Mayor based upon the results of the research, investigations, and studies conducted. **20% (a)(b)**
 - a. Oversight of Countywide projects and programs, support of departments, and implementation/enforcement of Office of Recovery goals and objectives, which may include evaluation of services and programs implemented by Departments and CDBG, and cross departmental coordination and communication.
 - b. Formulates, drafts and/or updates administrative policies, guidance and procedures based on the Deputy Managing Director's directives, Department's objectives, and independent research, information gathering, analysis and evaluation. Coordinates appropriate consultations, provides guidance to departments on policy matters and interpretation, and monitors implementation and enforcement.

- c. Provides guidance, coordination, and support with Countywide recovery issues, including legislation and communications.
- 3. Provides executive assistance to the Deputy Managing Director for Strategic Recovery Planning purposes, and forecasting/budgeting for the Office of Recovery. Development and formulation of long-term goals and objectives in support of community needs, Mayor's vision, Council directives and/or legal/regulatory mandates (federal, state and county). Independently performs research and analysis to conclude on initial feasibility and formulate recommendations to the Deputy Managing Director. **5% (a)(b)**
 - a. Prepares feasibility assessments, forecasts, and studies in the preliminary evaluation of new programs, acquisitions, systems etc. that may significantly impact County operations; develops strategies for operational integration and implementation; advises and makes recommendations based on assessment performed.
 - b. Serves as point of contact for department with Budget Office. Responsible for the annual Mayor Proposed Budget requirements for Office of Recovery, disseminates/coordinates information, prepares budget details and ensures budget requirements are met timely and according to Budget instructions. Prepares draft responses to questions raised during review of proposed budget as directed by Deputy Managing Director.
- 4. Performs independent research, planning, inter-departmental coordination and application for Federal funding assistance and grant opportunities to meet general and specific program objectives and requirements of the County of Maui. **15% (a)(b)**
- 5. Serves on various committees and community advisory groups as assigned on behalf of the Office of Recovery. Serves as a liaison between the County of Maui and other governmental jurisdictions and agencies or branches of government. Performs other related duties as assigned by the Deputy Managing Director. **10% (a)(b)**

Key:

- (a) The performance of this function is the reason that the job exists
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Management</u>	
		Div: <u>Office of Recovery</u>	
		Section: _____	Physical Location: <u>Trask Bldg</u>
1. Pos. No. <u>P-XXXXX P-33131</u>		2. PRESENT CLASS _____ SR: _____	
Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____		3. Incumbent's Name: _____	
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>)			
Recommended Allocation: CLASS: <u>Grants Program Manager I</u> SR: <u>EM-03</u>			
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):			
6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.			
See attached			% of Time
FOR CIVIL SERVICE USE ONLY			
ACTION TAKEN: Initial Alloc (<input checked="" type="checkbox"/>) Realloc (<input type="checkbox"/>) No Change (<input type="checkbox"/>) Other: _____			
CLASS: <u>MA.135 Grants Management Program Manager</u>		SR: <u>EM-03</u>	
See Audit Rpt No. <u>AR #2024-186</u>	Study By: <u>SM</u>	Alloc Notice No. _____	
Non-Comp Exam Req _____	Date Admn _____	Pass (<input type="checkbox"/>) Fail (<input type="checkbox"/>)	Score _____
EFFECTIVE DATE: <u>1/1/2024</u>	APPROVED: <u>Am Razy-Porter</u>	DATE: <u>1-12-2024</u>	

7. Supervision Received (Give name and title of immediate supervisor) :	
Name: <u>Josiah Nishita/P-26213</u>	Title: <u>Deputy Managing Director</u>
8. Responsibilities of the Position:	
a. Supervisory Responsibilities (List names, titles and nature of supervision given):	
<u>Name</u>	<u>Title</u>
<u>Nature of Supervision</u>	
b. Other Responsibilities (Describe responsibilities not shown in 8 or 8a)	
c. Tools and Equipment (List tools and equipment used or operated):	
d. Hazards, Hardship, etc (List and describe any unusual working conditions):	
e. List Licenses or Certificates Held:	
Valid drivers license type 3	
9. CERTIFICATE OF EMPLOYEE: I certify that the statements above are accurate and complete.	
Signature of Employee:	Date:
10. Statement of Immediate Supervisor	
a. Comment on the statements made by employee (Indicate exceptions or additions):	
b. Describe the nature and extent of supervision you exercise over this position:	
c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):	
d. License and/or Certificates Required:	
11. CERTIFICATE OF IMMEDIATE SUPERVISOR: I certify that the statements above are accurate and complete.	
Signature of Immediate Supervisor: 	Date: DEC 28 2023
12. CERTIFICATE OF DIVISION HEAD: I certify that I have reviewed the statements above and that they are accurate and complete.	
Signature of Division Head:	Date:
13. Statement of Department Head:	
a. Indicate and comment on any inaccuracies or disagreements:	
b. Comment on qualifications indicated by Immediate Supervisor in 10-c above:	
14. CERTIFICATE OF DEPARTMENT HEAD: I certify that the statements above are accurate and complete.	
Signature of Department Head: 	Date: DEC 28 2023

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT GRANTS PROGRAM MANAGER I, EM-03 P-XXXXX

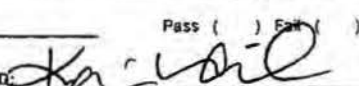
Duties of the Position

Under the general supervision of the Deputy Managing Director, the Grants Program Manager for the Office of Recovery in Maui County is responsible for efficiently coordinating and managing disaster recovery efforts, particularly in securing and administering grants to support the community's rehabilitation. While overseeing the financial aspects of recovery, this position works closely with government agencies, non-profit organizations, and community leaders to ensure a well-coordinated approach and facilitate the development of inclusive recovery plans.

1. Responsible for orchestrating the complete lifecycle of federal grants, beginning with the meticulous management of grant applications, ensuring strict compliance with guidelines, and serving as a primary point of contact. Position oversees the process through to closeout, maintaining records, monitoring program effectiveness, and delivering critical grant-related presentations to support the efficient allocation of resources and adherence to regulatory requirements. **35% (a)(b)**
 - a. Ensures strict compliance with grant guidelines and regulations.
 - b. Manages records pertinent to grant activities, financial, and performance reporting.
 - c. Prepare grant proposals, budgets, and progress reports, while serving as a central point of contact and facilitating communication among departments, agencies, and grantors. Additionally, monitor and evaluate the impact and effectiveness of grant programs.
2. Organizes and coordinates disaster recovery programs that involve diverse stakeholders, including local, state, and federal agencies, volunteer groups, and the general public. **20% (a)(b)**
 - a. Facilitates the planning, organization, and coordination of comprehensive disaster recovery programs involving local, state, and federal agencies, volunteer groups, and the public.
 - b. Acts as a liaison to various stakeholders, including staff, government agencies, community organizations, and the general public, providing clarity on program specifics and requirements.
 - c. Proactively promotes program engagement by marketing to both community and professional groups, while monitoring and ensuring compliance with relevant requirements, laws, regulations, policies, and procedures, and assisting in addressing emerging trends and technical challenges.
3. Assesses and identifies appropriate measures to aid local officials and access state and federal assistance programs for disaster-affected areas. **20% (a)(b)**
 - a. Represents the County in facilitating recovery assistance identification and coordination.
 - b. Process applications for recovery projects, ensuring compliance with applicable regulations.

- c. Provides critical information, technical assistance, guidance, and training, internally and externally, regarding grant programs, financial record retention, and state and federal disaster assistance programs.
4. Manages requests for grant project payments, performs necessary financial reviews, and maintains project data in spreadsheets and databases as part of federal grant administration responsibilities. **20% (a)(b)**
- a. Conducts comprehensive financial reviews to ensure payment accuracy and compliance with grant guidelines.
 - b. Maintains detailed and organized project data within spreadsheets and databases to facilitate accurate record-keeping and reporting.
 - c. Collaborates with relevant teams to address any financial discrepancies or issues that may arise during payment processing.
 - d. Monitors payment schedules to ensure funds are disbursed as stipulated in grant agreements.
 - e. Ensures compliance with grant reporting requirements.
5. Performs other duties as assigned by the Deputy Managing Director. **5% (a)(b)**

Key: (a) The performance of this function is the reason that the job exists
(b) The number of other employees available to perform this function is limited.
(c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION		Dept: <u>Management</u>
		Div: <u>Office of Recovery</u>
		Section: _____ Physical Location: <u>Trask Bldg</u>
1. Pos. No. <u>P-XXXXX</u>	2. PRESENT CLASS _____ SR: _____	
Perm <input checked="" type="checkbox"/> Temp _____	3. Incumbent's Name: _____	
Full-time <input checked="" type="checkbox"/> Pt-time _____		
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>)		
Recommended Allocation: CLASS: <u>Public Information Officer</u>		SR: <u>SR-24</u>
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):		
6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.		
See attached		% of Time
FOR CIVIL SERVICE USE ONLY		
ACTION TAKEN: Initial Alloc (<input checked="" type="checkbox"/>) Realloc (<input type="checkbox"/>) No Change (<input type="checkbox"/>) Other: _____		
CLASS: <u>2F.115 Public Information Officer</u>		SR: <u>SR-24</u>
See Audit Rpt No. <u>AR #2024-185</u>	Study By: <u>SM</u>	Alloc Notice No. _____
Non-Comp Exam Req: Date Admn: _____	Pass (<input type="checkbox"/>) Fail (<input type="checkbox"/>)	Score: _____
EFFECTIVE DATE: <u>1/1/2024</u>	APPROVED: 	DATE: <u>1/10/24</u>

7. **Supervision Received** (Give name and title of immediate supervisor) :
 Name: Josiah Nishita/P-26213 Title: Deputy Managing Director

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions):

e. List Licenses or Certificates Held:
Valid drivers license type 3

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.
 Signature of Employee: _____ Date: _____

10. **Statement of Immediate Supervisor**

a. Comment on the statements made by employee (Indicate exceptions or additions):

b. Describe the nature and extent of supervision you exercise over this position:

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION: (The Educational level, kind and length of work experience, physical requirements):

d. License and/or Certificates Required:

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.
 Signature of Immediate Supervisor: [Signature] Date: DEC 28 2023

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.
 Signature of Division Head: _____ Date: _____

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements:

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.
 Signature of Department Head: [Signature] Date: DEC 28 2023

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT PUBLIC INFORMATION OFFICER, SR-24 P-33130

Duties of the Position

Under the general supervision of the Deputy Managing Director, the Public Information Officer (PIO) at the Maui County Office of Recovery is responsible for shaping and delivering critical information to the community regarding recovery efforts and initiatives. The PIO is responsible for drafting messages, press releases, and public communications that inform and educate the public about recovery programs, policies, and resources. They serve as a bridge between the Office of Recovery and the community, ensuring that the public is well-informed and engaged in the recovery process.

1. Develops and implements a communication strategy for the Office of Recovery to ensure clear, consistent, and strategic communication with the community and stakeholders. **25% (a)(b)(c)**
 - a. Ensures the transparent, timely, and effective dissemination of crucial information to the community regarding recovery efforts, programs, and policies.
 - b. Provides training and guidance to staff and partners to ensure consistency in messaging and communication practices.
 - c. Collaborates with stakeholders, including government agencies, non-profit organizations, and community leaders, to align communication efforts.
2. Acts as a primary point of contact for the community, addressing inquiries and providing guidance to residents and stakeholders. **35% (a)(b)**
 - a. Organizes and facilitates community engagement through public meetings, forums, and other outreach efforts.
 - b. Interprets and explains the Office of Recovery's policies, programs, and operations; clarifies policy decisions; provides information on Office of Recovery operations and publicizes the Office of Recovery's activities and accomplishments to improve the public's understanding and support of the goals and objectives of the office.
 - c. Arranges for printing of informational material; arranges for photographs and other illustrative material; assists with demonstrations and exhibits for public display.
 - d. Develops and executes public awareness campaigns to keep the community informed and engaged in the recovery process.
 - e. Maintains records related to public information and communication activities.
3. Establishes and maintains positive, constructive relationships between the Office of Recovery and media outlets. Fosters strong media relations to effectively convey messages, maintains reputation, and collaborates both in crisis situations and during regular communication efforts. **35% (a)(b)**
 - a. Coordinates interviews and press conferences to ensure accurate and timely reporting of recovery efforts.
 - b. Develops and implements crisis communication plans, ensuring that the public is informed in case of emergencies, disasters, or unexpected events affecting the recovery process.

- c. Creates clear and concise messages, press releases, and communication materials.
 - d. Disseminates critical information and updates related to recovery initiatives to the public via various channels, such as social media, websites, press releases, and community events.
4. Perform other duties and responsibilities assigned by the Deputy Managing Director or Mayor's Office, especially during post-disaster operations or unforeseen circumstances that require immediate communication and engagement efforts. 5% (a)(b)

- Key:
- (a) The performance of this function is the reason that the job exists
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION	Dept: <u>Management</u> Div: <u>Office of Recovery</u> Section: _____ Physical Location: <u>Trask Bldg</u>
1. Pos. No. <u>P-XXXXX</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Part-time _____	2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: _____
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>) Recommended Allocation: CLASS: <u>Recovery Manager</u> SR: <u>EM-08</u>	
5. Authorized by: _____ (Indicate Committee Rpt No. or Meeting and Date Action adopted or approved)	
6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.	
See attached	% of Time
FOR CIVIL SERVICE USE ONLY	
ACTION TAKEN: Initial Alloc () Realloc () No Change () Other _____	
CLASS: _____ SR: _____	
See Audit Rpt No. _____ Study By: _____ Alloc Notice No. _____	
Non-Comp Exam Req: Date Admn: _____ Pass () Fail () Score _____	
EFFECTIVE DATE: _____	APPROVED: _____ DATE: _____

7. **Supervision Received** (Give name and title of immediate supervisor):
Name: Josiah Nishita/P-26213 Title: Deputy Managing Director

8. **Responsibilities of the Position:**

a. Supervisory Responsibilities (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>
Vacant/Executive Assistant II (3) Vacant/Executive Assistant (1) Vacant/Grants Program Manager I Vacant/Public Information Officer Secretary II		Direct

b. Other Responsibilities (Describe responsibilities not shown in 6 or 8a):

c. Tools and Equipment (List tools and equipment used or operated):

d. Hazards, Hardship, etc (List and describe any unusual working conditions)

e. List Licenses or Certificates Held
Valid drivers license type 3

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.
Signature of Employee _____ Date: _____

10. **Statement of Immediate Supervisor**


a. Comment on the statements made by employee (Indicate exceptions or additions)

b. Describe the nature and extent of supervision you exercise over this position.

c. Indicate the qualifications absolutely necessary to perform the duties of this POSITION (The Educational level, kind and length of work experience, physical requirements)

d. License and/or Certificates Required


11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.
Signature of Immediate Supervisor: _____ Date: _____

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.
Signature of Division Head  Date: **NOV 28 2023**

13. **Statement of Department Head:**

a. Indicate and comment on any inaccuracies or disagreements.

b. Comment on qualifications indicated by Immediate Supervisor in 10-c above.

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.
Signature of Department Head:  Date: **NOV 28 2023**

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT RECOVERY MANAGER, EM-08 P-XXXXX

Duties of the Position

Under the general supervision of the Deputy Managing Director, the Recovery Manager is an executive level position within the Office of Recovery in the Department of Management, responsible for coordinating and managing the disaster recovery efforts in Maui County. In addition to being the lead of recovery strategy execution and oversight, this position also serves as the primary point of contact for the county council and mayor's office, facilitating communication and alignment of recovery initiatives with local government leadership. Working closely with a diverse range of stakeholders, including government agencies, nonprofit organizations, and community leaders, the Recovery Manager ensures the deliberate and strategic integration of recovery and resilience actions and the development of inclusive, comprehensive recovery plans.

1. The Recovery Manager is responsible for establishing the Office of Recovery and spearheading the implementation of the Maui County Recovery Framework. This includes ensuring alignment with county, state, and national best practices and guidelines. Furthermore, the position entails providing vital leadership and guidance throughout the development and execution of a comprehensive recovery plan. This plan covers all aspects of recovery, encompassing infrastructure, community planning, housing, public health, social services, natural and cultural resources, and economic revitalization. **35% (a)(b)(c)**
 - a. Oversee the Office of Recovery's organizational structure, staffing, and operations, to effectively manage and coordinate disaster recovery efforts in Maui County.
 - b. Create and enforce recovery guidelines in accordance with federal and state regulations, tailored to meet the specific needs of the community.
 - c. Integrate resilience-building measures into the recovery plan to enhance Maui County's preparedness for future disasters.

2. This position will actively engage with various governmental agencies, non-profit organizations, community leaders, and the private sector to ensure effective coordination of resources and efforts in disaster recovery. Building strong, cooperative relationships with these stakeholders is essential for the successful execution of recovery plans and the long-term resilience of Maui County. **30% (a)(b)(c)(d)**
 - a. Foster strong working relationships with federal, state, and local government agencies, as well as community organizations and nonprofits, to coordinate resources, funding, and expertise for the recovery efforts.
 - b. Act as the primary liaison between Maui County and external recovery partners, ensuring a cohesive and coordinated approach.

- c. Facilitates and supports effective decision-making and coordination across management and coordination levels for recovery objectives and activities, including Leadership and Administration, Policy and Oversight, Funding and Financial Management, Community Planning, Housing Recovery, Infrastructure Recovery, Natural and Cultural Resources, and Economic Development.
 - d. Collaborate with emergency management teams to ensure that disaster recovery planning is integrated with emergency response and preparedness efforts.
- 3. Responsible for overseeing the financial aspects of the Office of Recovery, including budget management, grant administration, and fundraising through grant-seeking and partnerships. **10% (a)(b)(c)**
 - a. Oversee the financial aspects of recovery, including budgeting, resource allocation, grant management, and financial reporting.
 - b. Supports the pursuit of funding opportunities, including grants and public-private partnerships, to support recovery initiatives.
 - c. Ensures a well-administered financial acquisition and grants management process.
- 4. Responsible for overseeing the preparation of grant applications, fostering information sharing, and actively managing community engagement, public participation, and public awareness efforts for recovery functions. **10% (a)(b)(c)**
 - a. Promote community engagement in the recovery process, ensuring that the voice of residents and local stakeholders is heard and integrated into the recovery plan.
 - b. Oversee public awareness campaigns, public meetings, and communication strategies.
 - c. Oversee the preparation of notices of interest and grant applications for member communities for recovery funding.
 - d. Fosters information sharing and manages proactive community engagement, public participation, and public awareness.
 - e. Serves as primary point of contact (POC) for disaster recovery preparedness with all Maui County members, city and county representatives, state/federal officials, contractors, and the public.
- 5. Lead, mentor, and develop a team of recovery professionals. **10% (a)(b)(c)**
 - a. Collaborate with the Deputy Managing Director to lead, mentor, and develop a team of recovery professionals.
 - b. Provide guidance, support, and training to team members to ensure the successful execution of recovery projects.
 - c. Foster professional growth and development with the team.
- 6. Performs other related duties as assigned by the Managing and/or Deputy Managing Director. **5% (a)(b)**

- Key:
- (a) The performance of this function is the reason that the job exists
 - (b) The number of other employees available to perform this function is limited.
 - (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES County of Maui POSITION DESCRIPTION	Dept: <u>Management</u> Div: <u>Office of Recovery</u> Section: _____ Physical Location: <u>Trask Bldg</u>
1. Pos. No. <u>P-33132</u> Perm <input checked="" type="checkbox"/> Temp _____ Full-time <input checked="" type="checkbox"/> Pt-time _____	2. PRESENT CLASS _____ SR: _____ 3. Incumbent's Name: _____
4. Action Requested: Initial Allocation (<input checked="" type="radio"/>) Reallocation (<input type="radio"/>) Description Only (<input type="radio"/>) Redescription-Review (<input type="radio"/>) Recommended Allocation. CLASS: <u>Secretary II</u> SR: <u>SR-16</u>	
5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved).	
6. Duties of the Position: List each duty assigned or performed by the position in logical order, beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.	
See attached	% of Time
FOR CIVIL SERVICE USE ONLY	
ACTION TAKEN: Initial Alloc (<input checked="" type="checkbox"/>) Realloc (<input type="checkbox"/>) No Change (<input type="checkbox"/>) Other: _____	
CLASS: <u>1D.060 Secretary II</u> SR: <u>SR-16</u>	
See Audit Rpt No. <u>AR #2024-183</u> Study By: <u>SM</u> Alloc Notice No. _____	
Non-Comp Exam Req: _____ Date Admn: _____ Pass (<input type="checkbox"/>) Fail (<input type="checkbox"/>) Score: _____	
EFFECTIVE DATE: <u>1/1/2024</u> APPROVED: <u><i>CMRazo Pater</i></u> DATE: <u>1-16-2024</u>	

7. **Supervision Received** (Give name and title of immediate supervisor):
Name: Josiah Nishita/P-26213 Title: Deputy Managing Director

8. **Responsibilities of the Position:**

a. **Supervisory Responsibilities** (List names, titles and nature of supervision given):

<u>Name</u>	<u>Title</u>	<u>Nature of Supervision</u>

b. **Other Responsibilities** (Describe responsibilities not shown in 6 or 8a):

c. **Tools and Equipment** (List tools and equipment used or operated):

d. **Hazards, Hardship, etc** (List and describe any unusual working conditions):

e. **List Licenses or Certificates Held:**
Valid drivers license type 3

9. **CERTIFICATE OF EMPLOYEE:** I certify that the statements above are accurate and complete.
Signature of Employee: _____ Date: _____

10. **Statement of Immediate Supervisor**

a. **Comment on the statements made by employee** (indicate exceptions or additions):

b. **Describe the nature and extent of supervision you exercise over this position:**

c. **Indicate the qualifications absolutely necessary to perform the duties of this POSITION:** (The Educational level, kind and length of work experience, physical requirements):

d. **License and/or Certificates Required:**

11. **CERTIFICATE OF IMMEDIATE SUPERVISOR:** I certify that the statements above are accurate and complete.
Signature of Immediate Supervisor: [Signature] Date: DEC 28 2023

12. **CERTIFICATE OF DIVISION HEAD:** I certify that I have reviewed the statements above and that they are accurate and complete.
Signature of Division Head: _____ Date: _____

13. **Statement of Department Head:**

a. **Indicate and comment on any inaccuracies or disagreements:**

b. **Comment on qualifications indicated by Immediate Supervisor in 10-c above.**

14. **CERTIFICATE OF DEPARTMENT HEAD:** I certify that the statements above are accurate and complete.
Signature of Department Head: [Signature] Date: DEC 28 2023

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT SECRETARY II, (SR-16) P-33132

Duties of the Position

Under the general supervision of the Deputy Managing Director, subject position performs a wide range of clerical, secretarial and routine administrative support for the Office of Recovery program of the Department of Management. .

1. Provides secretarial support to the Office of Recovery. **40% (a)(b)**
 - a. Reviews various reports or correspondence submitted to or by the Office of Recovery to determine proper form and content, and adequacy of data and information provided.
 - b. Monitors to ensure required reports are submitted in a timely manner.
 - c. Tracks internal correspondence and follow ups, such as requests for legal services, grant applications and reporting requirements, budget amendments, or memorandum requiring execution.
 - d. Arrange appointments and coordinate meetings.
 - e. Arranges site and field visits to various departments or work sites to ensure that services are effectively and efficiently being delivered to the public.
 - f. Makes all necessary travel arrangements for the Office of Recovery.
 - g. Reads incoming correspondence and other material and routes those which require attention or are of special interest for consideration.
 - h. Answers routine correspondence independently.
 - i. Assists the Office of Recovery in disseminating pertinent and timely information to community groups or stakeholders to ensure they are kept up to date and responsive follow ups are provided.
2. Provides routine administrative support to the Office of Recovery. **35% (a)(b)**
 - a. Assists in ensuring that the objectives, policies, procedures, initiatives, and instructions established by the Office of Recovery are implemented and enforced.
 - b. Assists with acquiring feedback to determine the effectiveness of various County programs and services, and to obtain recommendations from line staff for improvements. Creates surveys on operating methods and procedures of various departments and programs.
 - c. Organizes and coordinates matters that require executive attention.
 - d. Maintains correspondence and project files; searches files and summarizes materials accordingly.

- e. Prepares reports, and assembles background information and materials, by consulting various books, manuals, regulations, statutes, ordinances, catalogs, etc., in order to obtain information needed by the Office of Recovery.
 - f. Keeps abreast of current community issues and needs, including discussions at Council and Committee hearings.
3. Provides clerical support to the Office of Recovery. 20% (a)(b)
- a. Drafts directives, presentations, memoranda, guidelines, correspondence and other instructions.
 - b. Reviews documentation produced for grammatical and formatting errors.
 - c. Assists the Grants Manager in the preparation and submittal of grant applications to secure funding.
 - d. Utilizes the computer and other office equipment necessary to deal with letters, memoranda reports, recurring legal documents, reports and similar materials.
4. Performs other related duties as assigned. 5% (a)(b)

Key:

- (a) The performance of this function is the reason that the job exists.
- (b) The number of other employees available to perform this function is limited.
- (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

DEPARTMENT OF PERSONNEL SERVICES

County of Maui

POSITION DESCRIPTION

Dept: Management

Div: Office of Recovery

Section: _____ Physical Location: Trask Bldg

1. Pos. No. P-XXXXX P-33138

Perm Temp _____

Full-time Pt-time _____

2. PRESENT CLASS

SR:

3. Incumbent's Name:

4. Action Requested: Initial Allocation () Reallocation () Description Only () Redescription-Review ()

Recommended Allocation: CLASS: Executive Assistant I

SR: EM-05

5. Authorized by: _____ (Indicate Committee Rpt. No. or Meeting and Date Action adopted or approved):

6. Duties of the Position: List each duty assigned or performed by the position in logical order; beginning with those performed most frequently and followed by those performed occasionally. Give an estimate of the average amount of time spent in performing the duties listed. If more space is needed, use a blank sheet (8 1/2" x 11") and list the duties thereon and attach to this Form.

See attached

% of Time

FOR CIVIL SERVICE USE ONLY

ACTION TAKEN: Initial Alloc () Realloc () No Change () Other: _____

CLASS: MA.100 Executive Assistant I

SR: EM-05

See Audit Rpt No. AR #2024-184 Study By: SM

Alloc Notice No. _____

Non-Comp Exam Req: Date Admin: _____ Pass () Fail () Score: _____

EFFECTIVE DATE: 1/1/2024

APPROVED: _____

Handwritten signature

DATE: 1-19-2024

ATTACHMENT 1

DEPARTMENT OF MANAGEMENT EXECUTIVE ASSISTANT I, EM-05 P-33138

Duties of the Position

Under the general supervision of the Deputy Managing Director, the position of Executive Assistant I within the Office of Recovery entails delivering advanced administrative support and expert guidance in matters associated with legislative and planning activities of the County. Responsibilities assigned to this role are frequently complex and possess the potential to influence the County's policies and operational protocols. A strong comprehension of government finance, budgeting, and operations is essential for conducting independent research, critical analysis, and the development of recommendations and management reports.

1. Assists with the implementation of legislative and planning frameworks within Maui County. Collaborate closely with the Recovery Support Function (RSF) Leads, finance, and budgeting teams to help develop project requirements and legislative proposals. Support cross-cutting working groups, provide technical assistance, and manage contracts supported by federal, state, or contracted partners. **50% (a)(b)**
2. Responsible for maintaining reporting and documentation processes for the Office of Recovery. Provides support to RSF leads and department level staff in understanding and following through on reporting requirements. Prepares regular reports for internal reviews and public consumption. **20% (a)(b)**
 - a. Works with RSF leads to ensure that all RSF activities and outcomes are documented in relevant systems.
 - b. Coordinates the documentation of the outcomes of community engagement processes, including workshops, town halls, focus groups, and surveys.
 - c. Assists with compiling the annual Mayor's Proposed Budget requirements for the Office of Recovery, disseminates/coordinates information, prepares budget details and ensures budget requirements are met timely and according to Budget instructions. Prepares draft responses to Council on questions raised during review of proposed budget as directed by Deputy Managing Director.
 - d. Assists in drafting responses to Council on questions sent to the Office of Recovery and prepares any necessary materials for presentation to the County Council.
3. Reviews reports, data, legislation, and studies relating to County recovery operations. Support the tracking of recovery related legislation, recovery operational performance and effectiveness, policies and procedures, personnel issues and financial matters. Provides recommendations for disposition and policy recommendations to the Deputy Managing Director based upon the results of the research, investigation and studies conducted. **15% (a)(b)**

- a. Supports the implementation of Countywide recovery projects and programs, which may include evaluation of services and programs implemented by Departments, and cross departmental coordination and communication.
 - b. Formulates, drafts and/or updates administrative policies, guidance and procedures based on the Deputy Managing Director directives, Department's objectives, and independent research, information gathering, analysis and evaluation. Provides support to departments on policy matters and interpretation and monitors implementation and enforcement.
 - c. Formulates, drafts, and facilitates review and transmittal of legislative proposals relating to recovery on both the state and County level. Serves as a liaison with legislative bodies for recovery efforts and proposals.
 - d. Provides support to County Recovery Support Functions with recovery issues, including legislation and communications.
4. Provides administrative support to the Deputy Managing Director for Strategic Recovery Planning purposes, and forecasting/budgeting for the Office of Recovery. Assists with the development and formulation of long-term goals and objectives in support of community needs, Mayor's vision, Council directives and/or legal/regulatory mandates (federal, state and county). **10% (a)(b)**
- a. Prepares feasibility assessments, forecasts, and studies in the preliminary evaluation of new policies, legislative matters, programs, acquisitions, systems etc. that may significantly impact County operations; develops strategies for operational integration and implementation in departments; advises and makes recommendations based on assessment performed.
5. May serve as a liaison between the County of Maui and other governmental jurisdictions and agencies or branches of government. Performs other related duties as assigned by the Deputy Managing Director **5% (a)(b)**

Key: (a) The performance of this function is the reason that the job exists
 (b) The number of other employees available to perform this function is limited.
 (c) This function is highly specialized and the employee is hired for special expertise or ability to perform this function.

**DEPARTMENT OF MANAGEMENT REORGANIZATION PROPOSAL:
OFFICE OF RECOVERY**

**Reorganization Proposal Addendum
January 28, 2024**

This is an Addendum to the Department of Management's reorganization proposal "Creation of the Office of Recovery Program," dated December 18, 2023, and approved by the Managing Director (MD) on December 19, 2023. The creation and establishment of the Office of Recovery (OOR), as described in the 12/18/23 aforementioned reorganization proposal, is a priority directive of the Administration and its immediate implementation is highly desired, as expressed by Mayor Bissen, in order to effectively address the recovery needs for the Maui wildfires.

Following County procedures, upon approval of the proposed reorganization by the MD, the Department of Personnel Service (DPS) commenced its classification review of the subject reorganization proposal. DPS raised concerns about the ability to implement the proposed reorganization immediately, specifically due to the proposed Recovery Manager position. Per DPS, the Recovery Manager position warrants a new classification due to the desired pricing (EM-8) proposed by the Department of Management (DoM). The creation of new classification by DPS is a lengthy process.

These challenges were discussed between the Department of Personnel Services (DPS Deputy Kainea Aiwohe, Senior HR Specialist Sharyn Miyabuchi) and the DoM (MD Josiah Nishita, Deputy Managing Director (DMD) Keanu LauHee, Secretary III Louise Batoon) in a meeting held on December 28, 2023. At this meeting, DPS advised changes to the proposed reorganization in order to achieve immediate implementation. DPS' recommendations were also confirmed via emails dated 1/22/2024 from S. Miyabuchi and K. Aiwohe. In consideration of DPS' concerns, the DoM decided to "phase" the implementation of the OOR, with Phase I incorporating recommendations from DPS as an interim, temporary measure to enable the immediate implementation of the OOR and initiate securing the resources (positions) needed. Phase II will achieve the implementation of the desired "permanent" organizational structure of the OOR as presented in the approved reorganization proposal (12/18/2023). Immediately following the establishment of the Recovery Manager position by DPS, implementation is targeted for 7/1/24 (FY2025).

The purpose of this addendum is to document and explain Phase I to initiate the implementation of the OOR immediately, and supplementing the information presented in the initial approved reorganization proposal (12/28/23). Only the specific sections from the initial approved reorganization that require modification as related to Phase I are included in this Addendum (Sections I, VII and VIII).

With the approval of this Addendum, information presented in the 12/28/23 Reorganization Proposal regarding the reporting hierarchy of seven positions (3 EA IIs, EA I, Grants Manager, PIO and Secretary) changes. Additionally, the Secretary III is changed to a Secretary II. To reiterate, Phase I (with the

DEPARTMENT APPROVED BY:

Keanukapalani S.K. LauHee
Keanukapalani S.K. LauHee, Deputy Managing Director

1/30/2024
Date

exception of the change to Secretary II) implements temporary measures while DPS conducts the classification/pricing review for the Recovery Manager. Phase II will achieve the initial proposed reorganization structure presented in the 12/28/23 proposal.

I. Description of Reorganization – Phase I

As noted in the Creation of the Office of Recovery reorganization proposal (12/18/2023), the overall objective of the reorganization is to create and establish the Office of Recovery Program within DoM with dedicated skilled professional resources. The Office of Recovery will play a pivotal role as the epicenter of all recovery operations.

This Addendum presents two changes to the initial approved proposed reorganization (12/18/23) that occurs in Phase I:

- (1) a temporary, interim change in reporting hierarchy for 7 of the 8 proposed positions. The 7 positions include: 3 - Executive Assistant II, 1 - Executive Assistant I, 1 - Grants Manager, 1 - Public Information Officer, and 1 - Secretary to report to the Deputy Managing Director instead of the proposed Recovery Manager, and
- (2) a change in the Secretary III position to Secretary II.

(1) Temporary Change in Reporting Hierarchy:

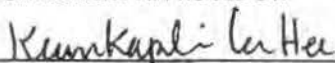
To address DPS' concerns regarding the ability to implement the proposed reorganization immediately, Phase I excludes the Recovery Manager position and modifies the reporting hierarchy of the subordinate positions. Per DPS, an existing classification does not exist to accommodate the desired pricing of the Recovery Manager position at EM-8 as proposed by DoM. Therefore, DPS would first need to create a new classification. The creation of a new classification requires extensive, complex review and will take DPS several months to complete. The implementation of the Recovery Manager is deferred to Phase II.

Furthermore, the other 7 positions included in the initial reorganization are subordinates reporting to the Recovery Manager. As such the establishment of the 7 positions would also be delayed, impacted by the classification work that is first required for the Recovery Manager position to be created.

Therefore, to enable the immediate implementation of the OOR, DPS recommended a temporary change in supervisor until the Recovery Manager is created. DPS recommended the 3 EA II positions report directly to the DMD, and the 4 lower positions report to one of the EA II positions. However, after further review, DoM determined that having all 7 subject positions report directly to the DMD would be more effective operationally and easier to transition to the desired organizational structure initially proposed.

After classification is completed and the Recovery Manager is established by DPS, the 7 positions will then shift in its line of reporting to the Recovery Manager, with the Recovery Manager reporting directly to the DMD as intended in the initial approved proposed reorganization (12/18/23). The objective being that the Office of Recovery will be fully operational with the Recovery Manager in place in FY2025.

DEPARTMENT APPROVED BY:


Keanukapulani S.K. LauHee, Deputy Managing Director

11/30/2024

Date

(2) Change from Secretary III to Secretary II:

DoM was informed by DPS that the Secretary III is restricted by classification and can only report to the DMD. Keeping with the intention of the initial approved proposed reorganization (12/28/23), DoM proposes to change the position to Secretary II. This is not a temporary change.

The Table of Proposed Changes details the change in Secretary III to Secretary II. All other positions/information included in the Table of Proposed Changes presented in the 12/28/23 OOR Reorganization Proposal remain the same.

TABLE OF PROPOSED CHANGES

Position Status	Position #	From Position Title/ Program	To Position Title/ Program	\$ Impact 7 mos funding (Incremental Direct)	Summary of Proposed Change
Vacant	P-XXXXX	N/A	Secretary II SR 16	\$28,266 Annualized = \$48,456	FY24 Expansion (budget amendment, Ordinance No.5590)

VII. Proposed Table of Organization (TO)

A proposed organizational chart is prepared to reflect the Phase I of the proposed reorganization; showing each of the 7 subject positions (subordinate positions to the Recovery Manager in the initial approved reorganization proposal) reporting directly to the DMD.

Upon classification and establishment of the Recovery Manager position by DPS, the organizational structure will change with the 7 positions reporting to the Recovery Manager, as intended in the initial approved proposed reorganization (12/18/23).

VIII. Position Descriptions

The Position Descriptions (PD) for subject positions EA II, EA I, Grants Manager, and PIO which were prepared for the initial approved proposed reorganization have been revised to reflect the DMD as its immediate supervisor (no changes are made to duties). The Secretary II position replaces the Secretary III, and the PD reflects its direct report to the DMD.

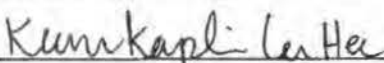
Upon classification and establishment of the Recovery Manager position by DPS, the 7 positions' PDs will reflect a change in supervisor to the Recovery Manager, as intended in the initial approved proposed reorganization (12/18/23).

APPROVED BY:



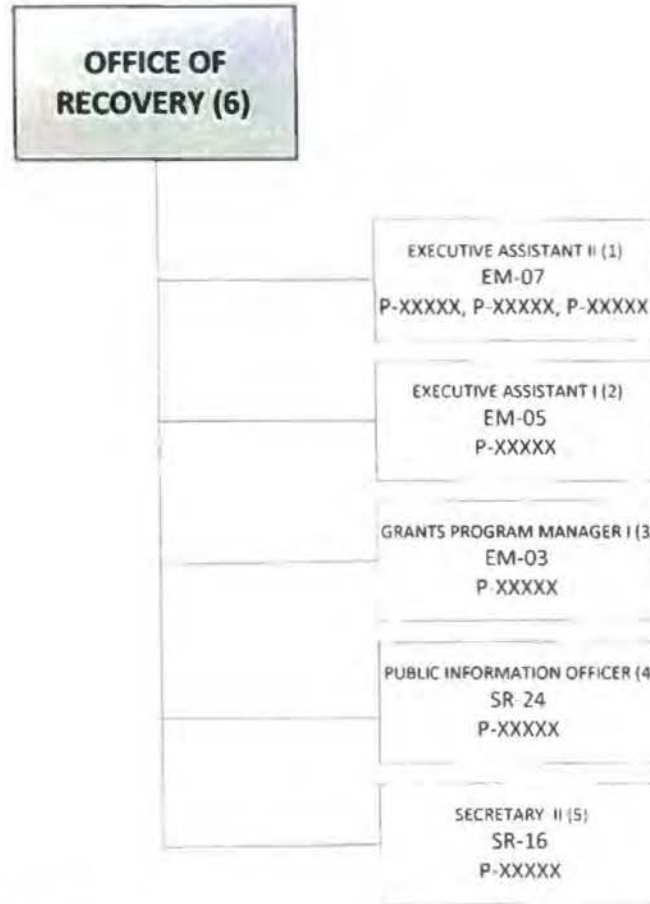
Josiah K. Nishita, Managing Director 1/30/2024
Date

DEPARTMENT APPROVED BY:



Keanukapuni S.K. LauHee, Deputy Managing Director 1/30/2024
Date

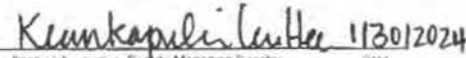
DEPARTMENT OF MANAGEMENT
 COUNTY OF MAUI
 Proposed Organizational Chart
 Office of Recovery Reorganization
 Phase 1
 January 28, 2024



- (1) P-XXXXX, P-XXXXX, P-XXXXX, Executive Assistant II (EM-07) FY24 expansion positions; Ordinance No. 5590
- (2) P-XXXXX, Executive Assistant I (EM-05) FY24 expansion position; Ordinance No. 5590
- (3) P-XXXXX, Grants Program Manager I (EM-03), FY24 expansion position; Ordinance No. 5590
- (4) P-XXXXX, Public Information Officer (SR-24) FY24 expansion position; Ordinance No. 5590
- (5) P-XXXXX, Secretary II (SR-16) FY24 expansion position; Ordinance No. 5590
- (6) Phase I of the OOR reorganization excludes the Revenue Manager and reflects proposed expansion positions reporting directly to the Deputy Managing Director. Upon establishment of the Recovery Manager in Phase II (targeted for FY2025), the supervision of the 7 subject position will transfer to the Recovery Manager. See also approved OOR Reorganization Proposal Addendum 1/28/24.

Prepared by

 James M. Haveth, EA
 Date: 1/28/2024

Department Approval By

 Keanu J. Williams, Deputy Managing Director
 Date: 1/30/2024

Approved by

 Josiah K. Nishita, Managing Director
 Date: 1/30/2024

County of Maui

EN2010M: Encumbrance Summary by PEID; PO nbr; Index and Subfund - Fully Paid and Open as of 4/11/2024

Index Sfd Fc Dp Prg Acty Ds Title	Original	Last Acty	Fully Paid	Encumbance	Payment	Disencumb	Net Encumb
Ref-PO# PEID							
436466 020034 KAREY KAPOI LLC	12/14/2023	01/31/2024		22,916.74	11,000.00		11,916.74
436534 020108 CARDINAL PRESORT SERVICES LTD	12/18/2023	01/24/2024	01/24/2024	3,589.54	2,564.36	1,025.18	
436679 012255 TETRA TECH EM INC	12/22/2023	03/22/2024		100,000.00	8,064.07		91,935.93
437119 016846 SECURITY RESOURCES PACIFIC INC	01/16/2024	01/24/2024	01/24/2024	5,692.51	5,692.51		
437120 003382 ROTO ROOTER SEWER AND DRAIN	01/16/2024	01/26/2024	01/31/2024				
437461 012255 TETRA TECH EM INC	01/26/2024	01/26/2024		250,000.00			250,000.00
438441 001035 MAUI OFFICE MACHINES	03/12/2024	03/29/2024	03/29/2024	720.41	720.42	(.01)	
439078 019645 ODP BUSINESS SOLUTIONS LLC	04/02/2024	04/02/2024		165.40			165.40
C8143 012255 TETRA TECH EM INC	03/21/2024	03/21/2024		2,843,333.00			2,843,333.00
C8154 009265 LINN NISHIKAWA ASSOCIATES INC	02/22/2024	02/22/2024		395,280.00			395,280.00
C8181 020174 4LEAF INC	04/01/2024	04/01/2024		3,000,000.00			3,000,000.00
904051B 001 10 04 068 60001 09 OFFICE OF RE				6,621,697.60	28,041.36	1,025.17	6,592,631.07
437940 001035 MAUI OFFICE MACHINES	02/16/2024	02/16/2024		20,329.79			20,329.79
904051C 001 10 04 068 60001 09 OFFICE OF RE				20,329.79	0.00	0.00	20,329.79
001 General Fund				6,642,027.39	28,041.36	1,025.17	6,612,960.86
Grand total				6,642,027.39	28,041.36	1,025.17	6,612,960.86

County of Maui

BA5105M: Budget Actual (DEPT5) Subj-Indx Object Character Activity Program Subfund and Department as of 4/11/2024

04	Management			Amended	Current	Year	Current	Balance	% of
001	General Fund			Annual	Month	to Date	Encumbrance	Available	Budget
068	**** OFFICE OF RECOVERY PROGRAM	Prior Year	Prior Year	Budget	Expense	Expense	04/11/2024		Available
60001	*** Office of Recovery	Carryover	Encumbrance						
5101-904051A	Regular Wages			403,895				403,895	100.0 %
510	* WAGES & SALARIES			403,895				403,895	100.0 %
50	** Salaries and wages		0	403,895	0	0	0	403,895	100.0 %
6037-904051B	Office Supplies					720	165	(886)	-
601	* MATERIALS & SUPPLIES					720	165	(886)	--
6130-904051B	Printing & Binding					2,564		(2,564)	-
6132-904051B	Professional Services			6,900,000		19,064	6,592,466	288,470	4.2 %
610	* SERVICES			6,900,000		21,628	6,592,466	285,906	4.1 %
6152-904051B	Cellular telephone					132		(132)	-
611	* UTILITIES					132		(132)	--
6201-904051B	Airfare, Transportation					448		(448)	-
6226-904051B	Per Diem S/D/T Taxable					90		(90)	-
615	* TRAVEL					538		(538)	--
60	** Operations		0	6,900,000	0	23,018	6,592,631	284,350	4.1 %
7043-904051C	Office Furniture			50,000			20,330	29,670	59.3 %
7051-904051B	Security equipment					5,693		(5,693)	-
7051-904051C	Security equipment			50,000				50,000	100.0 %
713	* MACHINERY & EQUIPMENT			100,000		5,693	20,330	73,977	74.0 %
70	** Capital outlay		0	100,000	0	5,693	20,330	73,977	74.0 %
60001	*** Office of Recovery	0	0	7,403,895	0	28,711	6,612,961	762,222	10.3 %

County of Maui

BA5105M: Budget Actual (DEPT5) Sobj-Indx Object Character Activity Program Subfund and Department as of 4/11/2024

		Prior Year	Prior Year	Amended	Current	Year	Current	Balance	% of
		Carryover	Encumbrance	Annual	Month	to Date	Encumbrance	Available	Budget
				Budget	Expense	Expense	04/11/2024		Available
04	Management								
001	General Fund								
068	**** OFFICE OF RECOVERY PROGRAM								
60001	*** Office of Recovery								
068	**** OFFICE OF RECOVERY PROGRAM	0	0	7,403,895	0	28,711	6,612,961	762,222	10.3 %
001	General Fund	0	0	7,403,895	0	28,711	6,612,961	762,222	10.3 %
04	Management	0	0	7,403,895	0	28,711	6,612,961	762,222	10.3 %

BFED Committee

From: Shirley Blackburn <Shirley.Blackburn@co.maui.hi.us>
Sent: Friday, April 12, 2024 4:56 PM
To: BFED Committee
Cc: Cynthia Sasada; Josiah Nishita; Keanu LauHee
Subject: (BFED-1) (MD-2) REDUCED
Attachments: Shirley Blackburn.vcf; (BFED-1)(MD-2) reduced.pdf

Aloha,

Please see attached correspondence from Department of Management.

Mahalo,

Shirley L. Blackburn

Budget Specialist

County of Maui

Office of the Mayor

shirley.blackburn@co.maui.hi.us

(808) 270-7516