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Alice L. Lee

Vice-Chair
Yuki Lei K. Sugimura

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Director of Council Services
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

March 29, 2025

Mr. Patrick McCall, Director
Department of Parks and Recreation
County of Maui
Wailuku, Hawaii 96793

Dear Mr. McCall:

SUBJECT: **FISCAL YEAR 2026 BUDGET** (BFED-1) (PR-02)

May I please request you be prepared to answer the following questions at the BFED Committee meeting on **April 3, 2025**.^{*} This will enable the Committee to comprehensively review the FY 2026 Budget.

May I further request that, after approval by the Office of the Mayor, you transmit your answer to bfed.committee@mauicounty.us by the end of the day on **April 4, 2025**. **Date subject to change without notice.*

Overall

1. Relating to the PALS Food Service Program for Summer and Winter 2024, and Summer 2025:
 - a. Please provide details on the PALS sites, staffing, and enrollment for 2024 and the projections for PALS in Summer 2025, including:
 - i. The number of children enrolled who are children of County employees;
 - ii. The number of waitlisted families; and
 - iii. Of those waitlisted, whether the children qualified for reduced or free lunch rates.

- b. If the sites were not fully staffed in 2024, or are projected to be understaffed in Summer 2025, please specify the number of staff needed to reach full staffing levels.
 - c. Please provide a list of each staff member's wage in 2024 and Summer 2025. (Page 608, Program Budget) (GJ)
- 2. Relating to the Parks Program, Goal #1:
 - a. Please list the County facilities included in the Annual Preventative Maintenance Plan.
 - b. Please provide a copy of the Annual Preventative Maintenance Plan to the Council once completed. (Page 602, Program Budget) (SS)

Salaries and Wages (Category "A")

- 1. The Department is requesting a full year's salary for several expansion and reallocated positions. Have the following positions been filled:
 - a. P-33627 Information & Education Specialist, Index Code 915017A;
 - b. P-33618 Painter II, Index Code 915667A;
 - c. P-33625 Painter Helper, Index Code 915667A;
 - d. P-33617 Park Caretaker I, Index Code 915074A; and
 - e. P-33626 Park Caretaker I, Index Code 915165A. (Pages 17-3, 17-12, 17-13, 17-26, and 17-31, Budget Details) (TP)
- 2. Please justify the Department's anticipated overtime relating to the Maui County Fair:
 - a. Parks and Recreation Administration Program, Premium Pay, Index Code 915019A;
 - b. Parks Program, Premium Pay, Index Code 915667A; and

- c. Recreation and Support Services Program, Premium Pay, Index Code 915343A. (Pages 17-5, 17-15, and 17-38, Budget Details) (NUH)

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

1. For the Parks Program, relating to Rentals, Index Code 915667B:
 - a. Please explain the Department’s request for additional funding to move structures and booths at the Maui County Fair. (Page 17-19, Budget Details) (NUH)
2. For the Recreation and Support Services Program, Janitorial Supplies, Index Code 915434B:
 - a. Please justify the requested \$6,000 for anticipated janitorial costs related to the Maui County Fair. (Page 17-52, Budget Details) (NUH)
3. For the Recreation and Support Services Program, Professional Services, Index Code 915116B:
 - a. Who conducts the background checks for coaches and referees?
 - b. Does the entity that conducts background checks charge for each background check or does the Department pay a flat rate to conduct as many background checks as needed?
 - c. How long does it take to get background check results?
 - d. What does a background check search for that would disqualify someone from being a coach or referee? (Page 17-44, Budget Details) (TP)

Capital Improvement Projects

1. For the Countywide Parks Americans with Disabilities Act Improvements, CBS-1117:

- a. Please explain how the Department decides which ADA projects to prioritize. (Page 935, Program Budget) (TP)
2. For the Countywide Parks Facilities, CBS-4581:
 - a. Has the Department already earmarked the \$2,000,000 for specific projects? If not, are there available funds for playground equipment in rural parks? (Page 939, Program Budget) (SS)
3. For the Countywide Construction Project Management, CBS-8396:
 - a. Lengthy vacancies in CIP coordinator positions are noted by the Department. Does the Department plan to fund vacant CIP Coordinator positions and a project management position?
 - b. Can the Department rely on the project management consultant to manage the Countywide CIP projects instead of CIP coordinators? (Page 940, Program Budget) (TP)
4. For the Countywide Court Improvements, CBS-8926:
 - a. Please provide a list of parks that will receive court improvements.
 - b. How is this item different from Parks Program, R & M – Services/Contracts, Index Code 915684B on page 17-21, Budget Details? (Page 941, Program Budget) (TP)
5. For the Kalama Park Light Replacement, CBS-8921, and Keopuolani and Wells Park Pedestrian Lighting Replacement, CBS-8928:
 - a. Has the Department been able to verify the lighting for these projects will comply with current Maui County Code requirements? (Pages 945 and 953, Program Budget) (TP)
6. For the Lanai Community Field House, CBS-7895:

- a. Has the Department explored recourse options for the Lanai Community Field House because of the original design and construction flaws?
 - b. Please confirm the Lanai Community Field House original contractor is not being retained to complete the improvements. (Page 947, Program Budget) (TP)
7. For the Kahului Community Center Roof Replacement, CBS-8934:
 - a. What type of materials will be used for the roof replacement?
 - b. Does the Department plan to conduct any work on the Center's restrooms? (Page 955, Program Budget) (TP)
8. For the New Lahaina Community Center, CBS-8923, and New Lahaina Field House, CBS-8929:
 - a. Where will the Lahaina Community Center and Field House be located?
 - b. Upon completion, what degree of hurricane and wind strength will these buildings be designed to withstand? (Pages 957 & 958, Program Budget) (TP)
9. For the Lahaina Aquatic Center Rehabilitation, CBS-8930:
 - a. The previous bleacher shade structure provided limited shade because of its height and lack of full coverage from end to end. Will these issues be addressed in the proposed improvements?
 - b. How long is the closure of the Lahaina Aquatic Center anticipated to last?
 - c. Why were the benches next to the swimming lanes removed?
 - d. The public must ask a lifeguard for a key to use the facility's restrooms. Does the Department plan on implementing a more efficient system in the future? (Page 959, Program Budget) (TP)

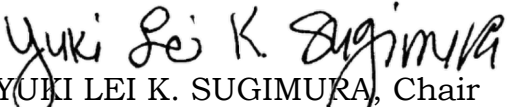
Appendix B

1. Visiting swim teams must pay a \$600 deposit to reserve the use of a County-owned pool. Is this deposit returned if they show up and pay the daily fee of \$10 per swimmer?
 - a. When was the last time the Department raised the daily fee and by how much was it raised?
 - b. Are the fees the same for in-state and out-of-state visiting swim teams? If so, would the Department establish different fees for in-state, out-of-state, and international teams? (Page 29, Appendix B) (TP)

To ensure efficient processing, please duplicate the coding in the subject line above for easy reference.

Thank you for your attention to this request. Should you have any questions, please contact me or the Committee staff (Kirsten Szabo at ext. 7662, James Krueger at ext. 7761, Jarret Pascual at ext. 7141, Clarissa MacDonald at ext. 7135, or Pauline Martins at ext. 8039).

Sincerely,


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

bfed:2026bgt:250328apr01:clm

cc: Mayor Richard T. Bissen, Jr.
Budget Director
Deputy Director of Parks and Recreation

BFED Committee

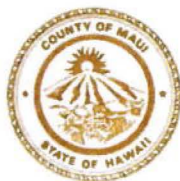
From: BFED Committee
Sent: Saturday, March 29, 2025 8:49 PM
To: Patrick.S.Mccall@co.maui.hi.us
Cc: BFED Committee; Shane Dudoit; Karissa.Kaeo@co.maui.hi.us; 'Michelle Santos'; 'Zeke Kalua'; Lesley Milner; kristina.cabbat@co.maui.hi.us; tiare.p.horner@co.maui.hi.us; Janina Agapay
Subject: FISCAL YEAR 2026 BUDGET (BFED-1) (PR-02); reply by 4/4/2025
Attachments: (PR-02) Correspondence to Parks and Recreation 03-29-2025.pdf

RICHARD T. BISSEN, JR.
Mayor

JOSIAH K. NISHITA
Managing Director


PATRICK S. MCCALL
Director

SHANE T. DUDOIT
Deputy Director



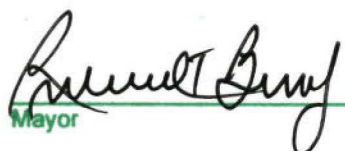
DEPARTMENT OF PARKS AND RECREATION
COUNTY OF MAUI
700 HALI'A NAKOA STREET, UNIT 2
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

April 4, 2025

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

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

APPROVED FOR TRANSMITTAL

 4-4-25
Mayor Date

For Transmittal to:

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

Dear Chair Sugimura:

SUBJECT: FISCAL YEAR 2026 BUDGET (BFED-1) (PR-02)

The following is our Department's response to your letter of request dated March 29, 2025:

Overall

1. *Relating to the PALS Food Service Program for Summer and Winter 2024, and Summer 2025:*

Honorable Richard T. Bissen, Jr.
For Transmittal to:
Honorable Chair Yuki Lei K. Sugimura
April 4, 2025
Page 2

- a. *Please provide details on the PALS sites, staffing, and enrollment for 2024 and the projections for PALS in Summer 2025, including:*

Response:

Summer 2024

Total enrollment: 1160

13 Sites

Seasonal employees: 241

Winter 2024

Total enrollment: 650

13 Sites

Seasonal employees: 144

Summer and Winter 2024 Sites:

Eddie Tam

Haiku

Hana (Winter ONLY)

Kahului Elementary

KCC

Kula

Lokelani

Pomaikai

Princess Elementary

Pukalani Elementary

Wailuku Elementary

Kaunakakai

Kualapuu

Kilohana (Summer ONLY)

Summer 2025 – Projections ONLY

Enrollment: 1775 spots available

16 Sites

Seasonal employees: 265

Honorable Richard T. Bissen, Jr.
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April 4, 2025
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Winter 2025 – Projections ONLY
Enrollment: 1775 spots available
16 Sites
Seasonal employees: 200

Summer and Winter 2025 Projected Sites:

Eddie Tam
Haiku
Hana
Kahului Elementary
KCC
Kula
Lokelani
Pomaikai
Princess Elementary
Pukalani Elementary
Wailuku Elementary
Waihee
Kaunakakai
Kualapuu
Kilohana (Summer ONLY)
Lanai
Kenolio (Winter ONLY)

- i. *The number of children enrolled who are children of County employees;*

Response: Winter 2024, 27 children registered have parents who are civil service County of Maui employees.

- ii. *The number of waitlisted families; and*

Response: Summer 2024 – 18 families were waitlisted at the Lokelani site only; all other sites had no waitlists and accommodated all applicants.

Honorable Richard T. Bissen, Jr.
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April 4, 2025
Page 4

Winter 2024 – No waitlists; all applicants were offered a PALS site spot.

- iii. *Of those waitlisted, whether the children qualified for reduced or free lunch rates.*

Response: All 18 waitlisted families qualified for Free or Reduced Lunch.

- b. *If the sites were not fully staffed in 2024, or are projected to be understaffed in Summer 2025, please specify the number of staff needed to reach full staffing levels.*

Response: Summer 2024: All sites were fully staffed except Hana and Lanai, each needing 4–5 additional staff.

Winter 2024: All sites were fully staffed except Lanai, which needed 4–5 staff.

Summer 2025: We anticipate full staffing at all sites; however, no employee applications have been received for Lanai to date.

- c. *Please provide a list of each staff member's wage in 2024 and Summer 2025. (Page 608, Program Budget) (GJ)*

Response: Site Coordinator: \$31.63/hr
Directors: \$27.91/hr
Specialist: \$26.04/hr
Leaders: \$22.32r/hr
Aides: \$20.00/hr

2. Relating to the Parks Program, Goal #1:

- a. *Please list the County facilities included in the Annual Preventative Maintenance Plan.*

Honorable Richard T. Bissen, Jr.
For Transmittal to:
Honorable Chair Yuki Lei K. Sugimura
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Page 5

Wailuku District

War Memorial
Keopuolani Park
Wells Park

Central District

Kahului Park
Kahului Community Center
Luana Gardens (Maui High)
CMRSC
Papohaku

East District

Eddie Tam
Pukalani
Haiku
Hana

West District

Rec1
Rec2
Ainakea

Lanai

South

Kalama
SMCP

Molokai

3 diamond field annually

b. Please provide a copy of the Annual Preventative Maintenance Plan to the Council once completed. (Page 602, Program Budget) (SS)

Response: Yes, it will be transmitted.

Salaries and Wages (Category "A")

1. *The Department is requesting a full year's salary for several expansion and reallocated positions. Have the following positions been filled:*

a. *P-33627 Information & Education Specialist, Index Code 915017A;*

Response: Yes

Honorable Richard T. Bissen, Jr.
For Transmittal to:
Honorable Chair Yuki Lei K. Sugimura
April 4, 2025
Page 6

b. P-33618 Painter II, Index Code 915667A;

Response: Yes

c. P-33625 Painter Helper, Index Code 915667A;

Response: Yes

d. P-33617 Park Caretaker I, Index Code 915074A; and

Response: Yes

e. P-33626 Park Caretaker I, Index Code 915165A. (Pages 17-3, 17-12, 17-13, 17-26, and 17-31, Budget Details) (TP)

Response: Yes

2. *Please justify the Department's anticipated overtime relating to the Maui County Fair:*

a. Parks and Recreation Administration Program, Premium Pay, Index Code 915019A;

Response: Overtime is requested to support fair activities and agency coordination related to safety, permitting, regulatory, and operational reviews. It also covers staff time required after hours leading up to and during the event.

b. Parks Program, Premium Pay, Index Code 915667A; and

Response: This covers booth relocations and emergency repair call-outs.

- c. *Recreation and Support Services Program, Premium Pay, Index Code 915343A. (Pages 17-5, 17-15, and 17-38, Budget Details) (NUH)*

Response: The Maui County Fair will run for four days, October 2–5, 2025. Our division will support Construction Maintenance with the delivery, setup, and removal of fair booths, in addition to regular duties. With the MCCC Workline no longer available, we will bring in additional staff to monitor restrooms and address health and safety issues promptly. Staff will also secure restricted areas and respond to emergencies such as electrical, plumbing, or facility-related issues. The District and Maintenance Supervisors will be available to handle after-hours concerns from Fair Coordinators.

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

1. *For the Parks Program, relating to Rentals, Index Code 915667B:*
 - a. *Please explain the Department’s request for additional funding to move structures and booths at the Maui County Fair. (Page 17-19, Budget Details) (NUH)*

Response: This covers the rental of a forklift, as the department no longer has one large enough for the task.

2. *For the Recreation and Support Services Program, Janitorial Supplies, Index Code 915434B:*
 - a. *Please justify the requested \$6,000 for anticipated janitorial costs related to the Maui County Fair. (Page 17-52, Budget Details)(NUH)*

Response: Additional funding is needed for restroom supplies (toilet paper, paper towels, soap, etc.) near the little league fields and tennis courts during the fair.

3. *For the Recreation and Support Services Program, Professional Services, Index Code 915116B:*

- a. *Who conducts the background checks for coaches and referees?*

Response: Sterling Volunteers is the vendor used for background checks, which are conducted for coaches only. Recreation staff serve as referees for youth programs, so background checks for referees are not required.

- b. *Does the entity that conducts background checks charge for each background check or does the Department pay a flat rate to conduct as many background checks as needed?*

Response: The Department pays \$15.00 per background check.

- c. *How long does it take to get background check results?*

Response: Processing times vary. Results are typically received within 24 hours if there are no issues. However, if the report includes past court cases, additional follow-up by Sterling Volunteers may delay results by several weeks.

- d. *What does a background check search for that would disqualify someone from being a coach or referee? (Page 17-44, Budget Details) (TP)*

Response: Sterling Volunteers conducts general background checks. Our department follows established guidelines (Attachment #1), which include Automatic Disqualifiers. If any are found in a report, the individual is disqualified from coaching.

Capital Improvement Projects

1. *For the Countywide Parks Americans with Disabilities Act Improvements, CBS-1117:*

- a. *Please explain how the Department decides which ADA projects to prioritize. (Page 935, Program Budget) (TP)*

Response: We rank projects using six categories:

- **Legal Compliance and Safety Risk**

Addresses known ADA violations, legal mandates, or high-risk liability issues.

- **Public Use and Demand**

Frequency of use.

- **Severity of Barriers**

Extent to which current conditions create major accessibility challenges.

- **Population Impacted**

Benefits seniors, individuals with disabilities, and low-income populations.

- **Cost-Effectiveness**

Can be addressed efficiently or in coordination with other planned projects.

- **Community Input and Equity**

Aligns with public feedback and ensures equitable distribution of ADA improvements.

Projects are then grouped into high, medium, and low priority based on total scores.

2. *For the Countywide Parks Facilities, CBS-4581:*

- a. *Has the Department already earmarked the \$2,000,000 for specific projects? If not, are there available funds for playground equipment in rural parks? (Page 939, Program Budget) (SS)*

Response: This item is a contingency fund and is not earmarked for specific projects.

Our typical approach would be to identify specific playground projects and include in the Countywide Park Playgrounds item or create a new project specific line item.

3. *For the Countywide Construction Project Management, CBS-8396:*

- a Lengthy vacancies in CIP coordinator positions are noted by the Department. Does the Department plan to fund vacant CIP Coordinator positions and a project management position?*

Response: This item is for contracting outside project management consultants to keep the current CIPs on schedule.

We also intend to fill the CIP Coordinator vacancies and are currently conducting interviews.

- b Can the Department rely on the project management consultant to manage the Countywide CIP projects instead of CIP coordinators? (Page 940, Program Budget) (TP)*

Response: The Department utilizes both CIP Coordinators and outside project management consultants to manage projects.

4. *For the Countywide Court Improvements, CBS-8926:*

- a Please provide a list of parks that will receive court improvements.*

Response:

South – Waipuilani and Kalama

East – Eddie Tam basketball/tennis, Pukalani

West – Lahaina Civic, Napili Basketball

Hana – Hana Park Courts

Lanai – Fifth St. Courts

- b How is this item different from Parks Program, R & M – Services/Contracts, Index Code 915684B on page 17-21, Budget Details? (Page 941, Program Budget) (TP)*

Response: This item is for more extensive improvements including court replacement. 915684B is for maintenance and smaller repair projects.

5. *For the Kalama Park Light Replacement, CBS-8921, and Keopuolani and Wells Park Pedestrian Lighting Replacement, CBS-8928:*

- a Has the Department been able to verify the lighting for these projects will comply with current Maui County Code requirements? (Pages 945 and 953, Program Budget) (TP)*

Response: The new lighting will meet the current Maui County Code requirements.

6. *For the Lanai Community Field House, CBS-7895:*

- a Has the Department explored recourse options for the Lanai Community Field House because of the original design and construction flaws?*

Response: The Department has not.

- b Please confirm the Lanai Community Field House original contractor is not being retained to complete the improvements. (Page 947, Program Budget) (TP)*

Response: The project will be awarded through a public bid opening.

7. *For the Kahului Community Center Roof Replacement, CBS-8934:*

- a What type of materials will be used for the roof replacement?*

Response: This has not been determined yet. The first step is a roof assessment to determine the extent of repairs needed.

- b Does the Department plan to conduct any work on the Center's restrooms? (Page 955, Program Budget) (TP)*

Response: The full scope of the project will be determined by facility assessment and community outreach.

- 8. For the New Lahaina Community Center, CBS-8923, and New Lahaina Field House, CBS-8929:*

- a Where will the Lahaina Community Center and Field House be located?*

Response: Tentatively at the Lahaina Rec Center

- b Upon completion, what degree of hurricane and wind strength will these buildings be designed to withstand? (Pages 957 & 958, Program Budget) (TP)*

Response: Both structures will be designed to withstand a Category 3 hurricane.

- 9. For the Lahaina Aquatic Center Rehabilitation, CBS-8930:*

- a The previous bleacher shade structure provided limited shade because of its height and lack of full coverage from end to end. Will these issues be addressed in the proposed improvements?*

Response: The full scope will be determined by facility assessment and community outreach

- b How long is the closure of the Lahaina Aquatic Center anticipated to last?*

Response: The expected closure is 6–9 months, depending on the project's scope.

- c *Why were the benches next to the swimming lanes removed?*

Response: The benches near the ADA lift were relocated due to safety concerns, as they obstructed rescue efforts and posed a hazard.

- d *The public must ask a lifeguard for a key to use the facility's restrooms. Does the Department plan on implementing a more efficient system in the future? (Page 959, Program Budget) (TP)*

Response: There were issues with homelessness and vandalism in the restrooms and locker rooms, as well as concerns about privacy. Since the restrooms are out of pool guards' sight, this system was implemented to ensure patron safety while using the facilities

Appendix B

1. *Visiting swim teams must pay a \$600 deposit to reserve the use of a County-owned pool. Is this deposit returned if they show up and pay the daily fee of \$10 per swimmer?*

Response: Deposits are refunded after permitted use to ensure proper maintenance and restoration of the pool facility.

- a. *When was the last time the Department raised the daily fee and by how much was it raised?*

Response: The fee increased from \$6 in FY21 to \$10 in FY22, charged per swimmer, per day.

Honorable Richard T. Bissen, Jr.
For Transmittal to:
Honorable Chair Yuki Lei K. Sugimura
April 4, 2025
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- b. *Are the fees the same for in-state and out-of-state visiting swim teams? If so, would the Department establish different fees for in-state, out-of-state, and international teams? (Page 29, Appendix B) (TP)*

Response: The fees are the same for all out-of-county swim teams. No permits have been issued to in-state visiting swim teams in the past five years, and the department has found no formal use requests from in-state teams since 2018. Future visiting swim team fees will be part of the proposed cost study. If the Council wishes to differentiate rates based on residency for FY26, the categories of Resident, Hawaii State Resident (non-Maui County), and Non-Resident are already used in other rate structures.

Should you have any questions, please do not hesitate to contact me at Ext. 7230.

Sincerely,

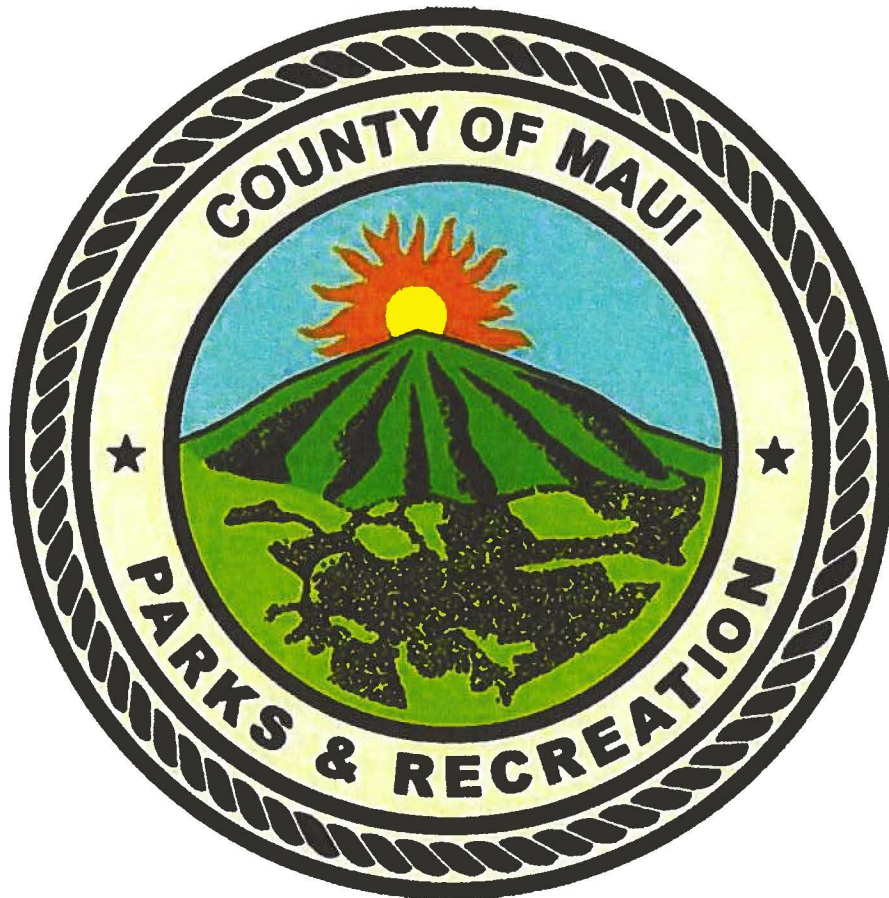


PATRICK S. MCCALL
Director of Parks and Recreation

Attachment

C: Shane T. Dudoit, Deputy Director

PSM:kk



Department of Parks & Recreation (DPR)
Youth Leagues, Programs & Activities
Volunteer Background Screening Guidelines

Revised 9.08.2021

PURPOSE

It is the intent of these guidelines to establish certain criteria wherein the County of Maui Department of Parks & Recreation (hereinafter referred to as "DPR") can seek to protect our children by investigating the background of volunteers who will be working with children involved in DPR leagues, programs and activities.

GENERAL

A. All leagues, programs, activities, etc. that involve participants 17 years of age or younger shall have at least one approved Youth Program Volunteer at each league (game/practice), program or activity. A Youth Program Volunteer becomes approved once the process described in these guidelines have been completed.

B. Any person who has been found guilty, pled guilty, or pled no contest, regardless of adjudication, or has a pending charge pertaining to, any of the disqualifying offenses listed in these guidelines will be immediately disqualified from volunteering in any youth league, program or activity approved by DPR. DPR also reserves the right to disqualify a person for any crime that would be considered a potential risk to children and/or vulnerable populations. Any person who willfully fails to comply with these background screening guidelines shall be automatically disqualified.

C. These guidelines shall apply to anyone who will be volunteering in any DPR youth league, program or activity. If there is any doubt as to which volunteers should be screened, the general rule is anyone who would potentially have unsupervised access to children within any league, program or activity shall be screened. Each volunteer will have his or her background checked every 12 months for as long as he or she continues with a league, program or activity.

SCREENING PROCESS

1. DPR will provide each applicant with a Background Screening application.
2. DPR staff will establish deadlines to submit the application. These deadlines will be at least two weeks prior to the start of each league, program or activity. This will give DPR time to compile and process the applications.
3. If any automatic disqualifiers (page 2 & 3) are found, DPR shall notify the applicant by certified mail that he or she is disqualified. Upon request, the applicant will receive a copy of the background check.

CONFIDENTIALITY

To help ensure confidentiality, DPR will not provide information received to anyone except the applicant who is being processed.

APPEALS PROCESS

If an applicant's background check includes a charge set forth on the list of disqualifiers below, DPR shall immediately disqualify that person as a volunteer.

If an applicant disputes the accuracy or completeness of a report, an appeal can be made by doing the following:

Submit a written letter addressed to:

**DPR NAYS Group
700 Halia Nakoa St. Unit 1A
Wailuku, HI 96793**

The applicant's appeal will be reviewed by DPR's NAYS group. The NAYS group will review all pertinent information. If there is a need, the NAYS group may call the individual to a meeting to discuss the appeal. After a complete review has been done by the NAYS group, a recommendation will be made to the Chief of Recreation and the Director. A written response will be sent to the applicant with a final decision. There will be no further appeals of this decision.

A written response will be provided to the applicant within 15 business days of receiving the applicant's appeal letter.

AUTOMATIC DISQUALIFYING CRIMES

If an applicant (1) has been found guilty, pled guilty; or pled no contest, regardless of adjudication, (2) has a charge pending against him or her in which it is alleged that he or she has committed any of the following crimes, or (3) has a record of a conviction of an equivalent offense in another state, the applicant will be disqualified from volunteering for a position with any league, program or activity approved by DPR.

SEX OFFENSES

- **All Sex Offenses** – Regardless of the amount of time since offense.

Examples include, but are not limited to: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

FELONIES

- **All Felony Violence Offenses** – Regardless of the amount of time since offense.

Examples include, but are not limited to: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.

- **All Felony offenses other than violence or sex within the past ten (10) years.**

Examples include, but are not limited to: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

MISDEMEANORS

- **All Misdemeanor Violence offenses within the past seven (7) years.**

Examples include, but are not limited to: simple assault, battery, domestic violence, hit and run, etc.

- **Two or more misdemeanor drug & alcohol offenses within the past seven (7) years.**

Examples include, but are not limited to: simple drug possession, possession of drug paraphernalia, driving under the influence, drunk and disorderly, public intoxication, etc.

- **Any other misdemeanor within the past five (5) years that would be considered a potential danger to children or is directly related to the functions of that volunteer position.**

Examples include, but are not limited to: contributing to the delinquency of a minor, providing alcohol to a minor, etc.

PENDING CASES

Applicants found to have pending court cases for any of the disqualifying offenses will be disqualified. If the disposition of the pending case does not meet the criteria for the disqualification as listed above, the applicant would then be cleared and approved to volunteer.


DISQUALIFICATION PERIOD

For Felonies with a ten (10) year disqualification period and Misdemeanors with a seven (7) or five (5) year disqualification period, the commencement date for the disqualification period will be the sentencing date.

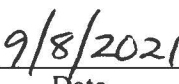
WHY THESE CRIMES?

The National Recreation and Park Association (NRPA) has reviewed the resources of the National Association of Professional Background Screeners and sought the counsel of recognized background screening experts to develop a set of Recommended Guidelines for Volunteer Background Screening in park and recreation settings. These guidelines were produced as a result of this review.

These guidelines have been reviewed and approved by:



Mary Kiely, Chief of Recreation



Date



Background Screening Application

Name of League, Program or Activity: _____

Full Legal Name: _____

Date of Birth: ____/____/____ Social Security Number: ____-____-____

Email Address: _____

Residence Address:

Street: _____

City: _____ State: _____ Zip: _____

Sex: (circle one) Male / Female

I, the undersigned, by execution of this document, gives DPR permission to conduct a thorough background check regarding my qualifications to volunteer in DPR's _____ program.

I understand that I have a right to: (1) obtain a copy of my background check report and (2) challenge the accuracy of any information contained in this report by contacting DPR.

By signing this application, I agree to the following:

- I certify that I have not been convicted and do not have charges currently pending against me for any of the disqualifying crimes listed on pages 2 & 3 of the Background Screening Guidelines.
- I agree that at all times while serving as a volunteer coach for DPR, I will immediately notify DPR staff if I am charged with any of the disqualifying crimes.

Print Name

Signature

Date

BFED Committee

From: Lesley J. Milner <Lesley.J.Milner@co.maui.hi.us>
Sent: Friday, April 4, 2025 7:49 PM
To: BFED Committee; Patrick S. McCall
Cc: Shane T. Dudoit; Karissa Y. Kaeo; Michelle L. Santos; Ezekiel I. Kalua; Kristina Angeline C. Cabbat; Tiare P. Horner; Janina E. Agapay
Subject: RE: FISCAL YEAR 2026 BUDGET (BFED-1) (PR-02); reply by 4/4/2025
Attachments: (BFED-1)(PR-02).pdf

Aloha,
Please see attached correspondence. Thank you very much.
-Lesley

From: BFED Committee <BFED.Committee@mauicounty.us>
Sent: Saturday, March 29, 2025 8:49 PM
To: Patrick S. McCall <Patrick.S.Mccall@co.maui.hi.us>
Cc: BFED Committee <BFED.Committee@mauicounty.us>; Shane T. Dudoit <Shane.Dudoit@co.maui.hi.us>; Karissa Y. Kaeo <Karissa.Kaeo@co.maui.hi.us>; Michelle L. Santos <Michelle.Santos@co.maui.hi.us>; Ezekiel I. Kalua <Zeke.Kalua@co.maui.hi.us>; Lesley J. Milner <Lesley.J.Milner@co.maui.hi.us>; Kristina Angeline C. Cabbat <kristina.cabbat@co.maui.hi.us>; Tiare P. Horner <tiare.p.horner@co.maui.hi.us>; Janina E. Agapay <Janina.E.Agapay@co.maui.hi.us>
Subject: FISCAL YEAR 2026 BUDGET (BFED-1) (PR-02); reply by 4/4/2025