

MICHAEL P. VICTORINO
Mayor



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DAVID J. UNDERWOOD
Director

CYNTHIA M. RAZO-PORTER
Deputy Director

2019 APR 16 AM 9:59
COUNTY OF MAUI

DEPARTMENT OF PERSONNEL SERVICES

200 S. HIGH STREET * WAILUKU, MAUI, HAWAII 96793-2155

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OFFICE OF THE
COUNTY COUNCIL

2019 APR 16 AM 9:06

RECEIVED

April 12, 2019

Ms. Michele M. Yoshimura *myf*
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

APPROVED FOR TRANSMITTAL

Honorable Michael P. Victorino
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Michael P Victorino 4/15/19
Mayor Date

For Transmittal to:

Honorable Keani Rawlins-Fernandez
Chair, Economic Development & Budget Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Rawlins-Fernandez:

SUBJECT" FISCAL YEAR ("FY") 2020 BUDGET (PS-5) (EDB-1)

We are in receipt of your communication (PS-5) (EDB-1), which requests:

May I please request you respond to the following:

1. *Relating to Budget Details, page 13-6, index code 908012B, sub-object code 6406, Employee Awards program:*
 - a. *What were the expected attendance and actual attendance numbers for the previous five employee awards programs?*
 - b. *What is the expected attendance for the FY 2020 employee awards program? How much of an increase in employee participation would the \$10,000 increase in funding represent?*

- c. *Please describe any other programs or activities undertaken by your Department for Countywide employee recognition.*
- d. *Please describe programs or activities undertaken by your Department to equip individual departments to provide employee recognition at the departmental level.*

The expected and actual attendance figures for the years 2014-2017 are as follows:

Island	2014	2015	2016	2017
Maui	Expected: 220 Actual: 200	Expected: 300 Actual: 300	Expected: 250 Actual: 230	Expected: 220 Actual: 220
Molokai	Expected: 130 Actual: 115	Expected: 170 Actual: 150	Expected: 130 Actual: 110	Expected: 140 Actual: 125
Lanai	Expected: 60 Actual: 48	Expected: 60 Actual: 50	Expected: 60 Actual: 50	Expected: 60 Actual: 55

We regret that we are unable to provide anticipated and actual attendance figures for 2018. As our staff that usually coordinates these events were assigned to the Workday project, staff from the Office of the Mayor agreed to take on the event coordination for this year. We have requested attendance figures for these events, but have not received them at this time.

The anticipated attendance in 2020 is difficult to predict precisely. In recent years, the recognition events have consisted of luncheons on Maui, Molokai, and Lanai. We would anticipate numbers similar to the past years above, with the caveat that the attendance for the Maui luncheon can vary significantly. At that luncheon, the departments honor their "Team of the Year" and these teams vary significantly in size, which affects the overall attendance.

The additional \$10,000 requested for this item is intended to effectuate two changes: adding an additional recognition luncheon in Hana, and changing the format of the Maui event from a luncheon to a dinner. In the past, the Maui event was a dinner event, open to all employees and their families. During the last recession, the format was changed to a luncheon event, open only to the departmental employees, managers, and teams of the year. Based upon the size of the employee population, we would estimate the attendance at the Hana event to be similar or slightly less than the Lanai event. Attendance at the Maui event when it was a dinner event averaged 400-500.

Other Countywide recognition programs include a recognition program for employees who have demonstrated perfect attendance, and a service awards program that recognizes employees who achieve milestone lengths of service (10 years, 15 years, 20 years, 25 years, etc.) with a token gift or a small (\$50) cash award. Graduates of the County's "Supervisory Training Academy" series of courses are also honored at a graduation ceremony where this achievement is recognized.

Our department maintains a program to assist departments in recognizing employees who have retired from County service. Our department helps identify employees, produces recognition certificates, and arranges to have the employees recognized at the employee recognition luncheon, while the employing department funds a small cash award for employees who retire having reached milestone lengths of service (\$100-\$300, depending on length of service). While other departments may establish internal recognition programs, we do not currently maintain any other programs specifically intended to assist them in doing so.

Your communication also asked:

The Department's pre-budget presentation of February 26, 2019 makes reference to "700-800 hires per year" and "700-800 terminations per year." Does "termination" include only involuntary separations? What is the approximate number of voluntary separations?

The estimate provided was for all separations from service, which includes a variety of voluntary and involuntary reasons. For FY 2018, these broke out as follows:

<u>Reason</u>	<u>Count</u>
Resignation	132
Dismissed	7
Retirement	112
Death	1
Termination of Appointment (limited term, exempt, provisional)	387
Termination of Contractual Appointment	79
Inter-governmental Movement	6
Total	724

Your communication also asked:

Please provide a report showing the number of grievances filed by department. Include the status of each grievance and the settlement amount, if any, for FY 2019 to date.

Please find below the number of grievances filed, their status, and total settlement amounts by department for FY 2019 to date:

<u>Department</u>	<u>Grievances</u>	<u>Status</u>	<u>Settlement</u>
Housing and Human Concerns	1	Withdrawn	N/A
Parks & Recreation	7	2 settled, 5 pending	\$34.64
Planning	1	Pending	N/A
Police	3	Pending	N/A
Water Supply	1	Settled	\$237.07

Honorable Keani Rawlins-Fernandez
April 12, 2019
Page 4

I hope this addresses your request. If you have any questions, please feel free to contact me at extension 7850.

Sincerely,

A handwritten signature in black ink, appearing to read 'DU', is written over a light blue horizontal line.

DAVID UNDERWOOD
Director of Personnel Services

DU
Attachments