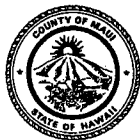


Council Chair
Kelly T. King

Vice-Chair
Keani N.W. Rawlins-Fernandez

Presiding Officer Pro Tempore
Tasha Kama

Councilmembers
Riki Hokama
Alice L. Lee
Michael J. Molina
Tamara Paltin
Shane M. Sinenci
Yuki Lei K. Sugimura



Director of Council Services
Maria E. Zielinski

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

April 3, 2019

Ms. Maria Zielinski, Director
Office of Council Services
County of Maui
Wailuku, Hawaii 96793

Dear Ms. Zielinski:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 1, 2019
MEETING (OCS-2) (EDB-1)**

At its meeting on April 1, 2019, the Economic Development and Budget Committee requested your Department's responses to the following requests/questions.

1. Relating to Council Services Program staff (Budget Details, pages 3-2 to 3-4, Items CC-0001 to CR-XXXX), provide job descriptions for your entire staff. (MM)
2. Relating to the Council Services Program (Budget Details, pages 3-8 and 3-9, Index Code 901042B, Sub-Object Codes 6103 and 6132, Audit Services and Professional Services):
 - a. Provide an updated status on the audit of the Office.
 - b. Provide a detailed explanation of why fewer than expected audits were performed this fiscal year. (MM)
3. Relating to the Council Services Program (Budget Details, page 3-7, Index Code 901041B, Sub-Object Code 6112), OCS is proposing to substantially reduce third-party transcription services.
 - a. What kind of pressure does this place on committee secretarial staff? Will the committee secretaries be responsible for preparing summary or verbatim minutes without transcription assistance?

Ms. Maria Zielinski
April 3, 2019
Page 2

- b. Identify which meetings will require verbatim minutes and which meetings will not.
 - c. Has this change been reviewed with your entire secretarial staff and what was their response? (MM)
4. Relating to Office of Council Services payroll (Budget Details, pages 3-2 to 3-4), provide an explanation for creating additional salary steps for staff that have reached the top of their pay scale. (MM)
 5. The request for Printing and Binding (Budget Details, page 3-7, Index Code 901041B, Sub-Object Code 6130), is less for FY 2020 because of a reduction in the number of committee mailers. Why is a reduction in committee mailers proposed -- especially in this day and age of transparency and open government? (MM)
 6. On Program Budget, page 55, the narrative discusses the audit of accounts, and states "Within six months after the beginning of each fiscal year, the County Council shall provide for an independent audit." It also states that an audit was performed in 2017. Shouldn't an audit have been conducted for FY 2018? (TK)

May I further request that you transmit your response **no later than April 8, 2019**, to enable the Committee to comprehensively review the FY 2020 Budget.

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 (Leslee Matthews at ext. 7662, Shelly Espeleta at ext. 7134, Christy Chung at ext. 7137, or Yvette Bouthillier at ext. 7758).

Sincerely,



KEANI RAWLINS-FERNANDEZ, Chair
Economic Development and Budget
Committee