

OFFICE OF THE COUNTY CLERK
COUNTY OF MAUI
200 SOUTH HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov/county/clerk

April 15, 2019

The Honorable Keani N.W. Rawlins-Fernandez, Chair
Economic Development and Budget Committee
County of Maui
Wailuku, HI 96793

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OFFICE OF THE
COUNTY COUNCIL

Dear Chair Rawlins-Fernandez:

**SUBJECT: REQUESTS/QUESTIONS FROM THE APRIL 8, 2019
MEETING (OCC-3) (EDB-1)**

Thank you for your letter dated April 11, 2019, requesting a written response to the following question from Councilmember Tamara Paltin:

1. Please explain why annual employee performance evaluations are not included as a key goal of the Department?

Regarding your inquiry above, I offer the following response:

The Office of the County Clerk ("OCC") received a letter from the Economic Development and Budget ("EDB") Committee dated February 21, 2019, requesting responses to various matters. The first request on the letter stated, "Identify the Office's top three to five strategic goals for FY 2020".

As such, the OCC sent a response to the EDB Committee dated March 8, 2019, identifying the following top three strategic goals for FY 2020:

Goal I: Promote accessibility of County Clerk services and information.

Goal II: Proactively prepare for innovations and extenuating circumstances in the elections process.

Goal III: Support integrity and transparency in the management of County records and seal.

Strategic goals are created as part of strategic planning for an organization and reflect outcomes that the organization intends to reach. Strategic goals

guide resource allocations and organizational decision making, while the strategic plan maps out more detailed steps in accomplishing those goals.

While strategic planning can vary based on organizational needs or overarching concepts utilized, in general, a strategic plan consists of the following high-level components:

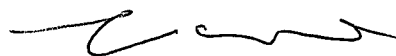
- Mission (Why OCC exists)
- Vision (Where we see OCC heading)
- Strategic Goals (How success is achieved/determined)
- Objectives (Measurable actions to achieve goals)

Employee performance evaluations assist employees in understanding their strengths, weaknesses, areas for improvement, how their performance is aligning with the expectations of management, and the strategic mission, vision, goals and objectives of the office. They also provide information to managers and supervisors during promotional opportunities and salary increases, among other considerations.

To address your question specifically, conducting individual performance evaluations does not fall under strategic goals of our office given the parameters above. Conducting annual employee performance evaluations is a component of measuring whether our office is successful, or that we have met the various expectations and needs of Maui County residents, rather than a strategic goal in and of itself.

Thank you for the opportunity to respond to your inquiry. Should you have any questions or need clarification, please feel free to contact me at (808) 270-7748.

Sincerely,



JOSIAH K. NISHITA
County Clerk
County of Maui