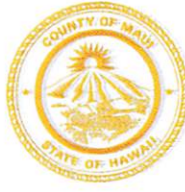


Michael P. Victorino
Mayor

Sananda K. Baz
Managing Director



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OFFICE OF THE MAYOR
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.mauicounty.gov

OFFICE OF THE
COUNTY CLERK

March 15, 2022

Honorable Alice L. Lee, Chair
and Members of the Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Lee and Members:

SUBJECT: **RESOLUTION APPROVING THE APPOINTMENT OF
HELENE KAU AS THE DIRECTOR OF WATER
SUPPLY**

Pursuant to Section 6-2(5) of the Revised Charter of the County of Maui (1983), as amended, I am transmitting a proposed resolution entitled "APPROVING THE APPOINTMENT OF HELENE KAU AS THE DIRECTOR OF WATER SUPPLY."

Ms. Kau's resume is attached for your reference. Furthermore, her job duties will be in accordance with Article 8, Chapter 11 of the Revised Charter of the County of Maui (1983), as amended.

Thank you for your attention in this matter. Should you have any questions, please contact me at ext. 5535 or Tyson Miyake, Chief of Staff, at ext. 8275.

Sincerely,

A handwritten signature in black ink that reads "Michael P. Victorino".

MICHAEL P. VICTORINO
Mayor

Attachments

Helene H. Kau
616 Akolea Street
Wailuku, HI 96793

Cell: (808) 276-1753
Office: (808) 270-7514

Experience:

County of Maui, Department of Water Supply
Deputy Director

Wailuku, Maui
January 2019 – Current

Responsible for administration of the Department of Water Supply. Plan and direct budgetary, customer, and utility accounting and related activities. Instruct and advise operating division personnel regarding accounting requirements and procedures. Primarily responsible for administration of Fiscal, Field Operations, and Water Treatment Plants divisions.

County of Maui, Department of Water Supply
Assistant Fiscal Officer

Wailuku, Maui
January 2005 – December 2006
January 2011 – January 2019

Responsible for assistance in overall administration of the Fiscal/Customer Service Division of the Department of Water Supply. Plan and direct budgetary, customer, and utility accounting and related activities. Instruct and advise operating division personnel regarding accounting requirements and procedures. Primarily responsible for preparation and submission of departmental operating budget schedules and analyses from the proposed budget to the County Council adopted budget. Assist with recruitment and selection of professional staff. Indirect supervision of 27 employees in purchasing, accounting, customer service, and meter reading.

County of Maui, Mayor's Office
Budget Specialist VI

Kahului, Maui
January 2007 – December 2010

Assisted the Budget Director in planning and supervising budget and management analysis for departments and agencies in the County of Maui. Provided guidance to directors, division heads, and other departmental staff as related to their county functions, fiscal programs, budgetary requirements, and management directives and policies. Reviewed proposed legislation for impact upon departmental programs. Participated in meetings and hearings to explain and present, orally and in writing, justifications for budget recommendations. Evaluated requests for and recommended approval of supplementary appropriations, expenditure schedules, and fund transfers. Reviewed and analyzed requests for initiating new programs, new positions, reallocations, new equipment, and related budget matters. Assisted with staff recruitment and selection. Supervised 2 budget specialists and 1 clerk.

Maui Pineapple Co., Ltd.
Senior Accountant

Kahului, Maui
January 2002 – January 2005

Assisted with preparation of annual and mid-year budgets and fiscal year-end accounting. Prepared monthly budget variance reports and analyses for management. Maintained database of fixed assets and prepared related journal entries and account reconciliations. Prepared journal entries and reconciled general ledger accounts. Assisted departmental personnel with budget matters and proper expenditure recording.

Mancini, Rowland & Welch
Office Manager

Kahului, Maui
May 1995 to December 2001

Responsible for general office management and all accounting and bookkeeping activities from payables and receivables to preparation of financial statements. Planned partnership meetings and prepared budget, cash flow, and detailed financial statement analysis for principals. Controlled operating, payroll, and client trust accounts. Administered personnel and benefits (health, flexible spending, and defined contribution plans). Supervised 2 general office clerks.

Amfac/JMB Hawaii, Inc.
Senior Tax Accountant

Honolulu, Hawaii
May 1993 – April 1995

C. Brewer & Co., Ltd.
Assistant Tax Manager

Honolulu, Hawaii
June 1990 – November 1991

Price Waterhouse
Tax Associate

Honolulu, Hawaii
February 1988 – June 1990

Administered tax matters including planning, budgeting, and tax return preparation (corporate/consolidated, partnership, non-profit, and individual), federal and Hawaii tax law research, financial statement analysis and year-end planning.

Implemented various software packages to prepare returns and related schedules, conduct research, and prepare formal correspondence. Prepared and utilized complex spreadsheets for planning, projection, and manually prepared returns. Assisted staff members with spreadsheet design and preparation, word processing, and computer programming. Assisted with staff recruitment and selection.

C. Brewer & Co., Ltd.
Employee Benefits Manager

Honolulu, Hawaii
November 1991 – May 1993

Primarily responsible for benefits administration for 650 active and 600 retired salaried employees including administration of defined benefit, defined contribution, medical, dental, life, and disability plans. Managed contractual administration of benefits for 2,000 active and 3,000 retired employees in 7 bargaining units. Prepared costing detailed analysis of benefit proposals for subsidiary companies in active and phase out status. Drafted and finalized health, welfare, and pension benefit contract language during bargaining unit negotiations. Principal contact for subsidiary and employee human resource inquiries.

Furnished chief executives and senior officers with research, cost projections, and financial analyses for planning and decision making. Administered executive incentive compensation plan (highly confidential) including subsidiary performance analysis, individual award calculations, and calculation of required tax withholdings. Responsible for governmental compliance and reporting. Supervised 2 technicians and 1 clerk.

Education:

Bachelor's of Business Administration in Accounting
University of Hawaii at Manoa – 1987

References:

Tony Linder
Division Chief, Water Treatment Plants
Department of Water Supply
Work Cell: 870-5356

Mary Medeiros
Accountant III
Department of Water Supply
Office: 270-7767