

**RICHARD T. BISSEN, JR.**  
Mayor

**KEKUHAUPIO R. AKANA**  
Acting Managing Director



**OFFICE OF THE MAYOR**  
COUNTY OF MAUI  
200 SOUTH HIGH STREET  
WAILUKU, MAUI, HAWAII 96793  
[www.mauicounty.gov](http://www.mauicounty.gov)

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COUNTY CLERK

January 12, 2023

The Honorable Tasha Kama, Council Chair  
Maui County Council  
200 South High Street  
Wailuku, Hawaii 96793

Dear Council Chair:

**SUBJECT: RESOLUTIONS APPOINTING DEPARTMENT DIRECTORS**

Pursuant to Section 6-2(5) of the Revised Charter of the County of Maui (1983), as amended, I hereby provide notice of my Department Director appointments and attach for appropriate action the proposed resolutions approving appointments as follows:

Department of Management  
Kekuhaupio "Keku" Akana, Managing Director

Department of the Corporation Counsel  
Victoria J. Takayesu, Corporation Counsel

Department of the Prosecuting Attorney  
Andrew H. Martin, Prosecuting Attorney

Department of Water Supply  
John Stufflebean, Director of Water Supply

Department of Finance  
Scott K. Teruya, Director of Finance

Department of Planning  
Kathleen Aoki, Planning Director

Department of Public Works  
Jordan Molina, Director of Public Works

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Department of Environmental Management  
Shayne Agawa, Director of Environmental Management

Department of Housing and Human Concerns  
Lori Tshako, Director of Housing and Human Concerns

Department of Transportation  
Marc Takamori, Director of Transportation

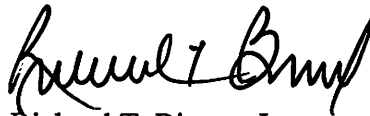
Department of Parks and Recreation  
Patrick McCall, Director of Parks and Recreation

Department of Agriculture  
Rogerene "Kali" Arce, Director of Agriculture

Attached, please find a copy of the job description and resume for each Department Director.

We look forward to working with you, collaboratively, and in the best interest of the County of Maui. Your kind attention and consideration are greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Richard T. Bissen, Jr.", written in a cursive style.

Richard T. Bissen, Jr.  
Mayor, County of Maui

Enclosures



# CORPORATION COUNSEL

Class Code:  
OC.060

Bargaining Unit: N/A

COUNTY OF MAUI  
Established Date: Dec 12, 2018  
Revision Date: Dec 17, 2018

## DUTIES SUMMARY:

- Appoint such deputy corporation counsel and necessary staff as shall be authorized by the council. Deputy corporation counsel shall be exempt from civil service and shall serve at the pleasure of the corporation counsel.
- Be the chief legal advisor and legal representative of the County of Maui; of the council, the mayor, all departments, and all boards and commissions; and of all officers and employees in matters relating to their official duties, except as otherwise provided in the charter.
- Represent the county in all legal proceedings.
- Perform such other duties and functions as may be incident to the department or required by law. (Amended 2016, 2002)

## MINIMUM QUALIFICATION REQUIREMENTS:

- Be a citizen of the United States.
- Be a resident of the State for at least one year immediately preceding the appointment.
- Be an attorney licensed to practice.
- Be in good standing before the Supreme Court of the State.
- Shall have engaged in the practice of law for at least five years. (Amended 2016, 1992)
- As a part of or in addition to the five years of experience in the practice of law, three years of civil litigation experience.
- As a part of or in addition to the five years of experience in the practice of law, three years of responsible managerial and budgetary experience.
- As a part of or in addition to the five years of experience in the practice of law, three years of experience in one or more of the following functions: serving as chief legal advisor or legal representative of a municipality or other governmental entity, its departments, boards and commissions, or officers and employees in

matters relating to their official duties; and representing a public or private entity in legal proceedings.

ORDINANCE NO. 4848

BILL NO. 44 (2018)

**A BILL FOR AN ORDINANCE ESTABLISHING ADDITIONAL QUALIFICATIONS  
FOR THE CORPORATION COUNSEL AND PROSECUTING ATTORNEY**

**BE IT ORDAINED BY THE PEOPLE OF THE COUNTY OF MAUI:**

**SECTION 1. Purpose.** The purpose of this ordinance is to establish additional qualifications for the Corporation Counsel and Prosecuting Attorney, pursuant to Section 6-4, Revised Charter of the County of Maui (1983), as amended ("Charter"). Section 6-4 of the Charter authorizes the Council to establish specific qualifications for administrative heads appointed by the Mayor in addition to any set forth in the Charter. More specific qualifications will help identify skilled, experienced individuals to lead the County's departments, strengthen operations, and better serve the public.

**SECTION 2.** Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

**"2.14.100 Corporation counsel. The corporation counsel shall have the following minimum qualifications:**

**1. As set forth in the charter, the corporation counsel shall be an attorney licensed to practice and in good standing before the Hawaii supreme court.**

**2. As set forth in the charter, the corporation counsel shall have engaged in the practice of law for five years.**

**3. As a part of or in addition to the five years of experience in the practice of law, three years of civil litigation experience.**

**4. As a part of or in addition to the five years of experience in the practice of law, three years of responsible managerial and budgetary experience.**

5. As a part of or in addition to the five years of experience in the practice of law, three years of experience in one or more of the following functions:

a. Serving as chief legal advisor or legal representative of a municipality or other governmental entity, its departments, boards and commissions, or officers and employees in matters relating to their official duties.

b. Representing a public or private entity in legal proceedings.

SECTION 3. Chapter 2.14, Maui County Code, is amended by adding a new section to be appropriately designated and to read as follows:

**"2.14.110 Prosecuting attorney. The prosecuting attorney shall have the following minimum qualifications:**

1. As set forth in the charter, the prosecuting attorney shall be an attorney licensed to practice and in good standing before the Hawaii supreme court.

2. As set forth in the charter, the prosecuting attorney shall have engaged in the practice of law for five years.

3. As a part of in addition to the five years of experience in the practice of law, three years of criminal litigation experience.

4. As a part of or in addition to the five years of experience in the practice of law, three years of responsible managerial and budgetary experience.

5. As a part of or in addition to the five years of experience in the practice of law, three years of experience in one or more of the following functions:

a. Attending and appearing in courts of competent jurisdiction, and prosecuting criminal offenses on behalf of a municipality or other governmental entity or defending against such proceedings.

b. Instituting proceedings, or directing the chief of police of a municipality or other governmental entity to institute proceedings, before a judge of a court of competent jurisdiction for the arrest of persons charged with or reasonably suspected of criminal offenses.

c. Drawing and presenting indictments to a grand jury for consideration.

d. Prosecuting administrative violations of  
liquor laws."

**SECTION 4.** New material is underscored. In printing this bill, the County Clerk need not include the underscoring.

**SECTION 5.** This ordinance shall take effect on January 2, 2019.

**APPROVED AS TO FORM AND LEGALITY:**

A handwritten signature in black ink, appearing to be "J. M. [unclear]", is written over a horizontal line.

**Department of the Corporation Counsel  
County of Maui**

**pea:misc:027abill10{corp counsel-pros atty}**

## **Victoria Takayesu Hamilton**

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### **Professional Experience**

***September 2022-present: Deputy Attorney General/ Maui Branch Manager of the Child Support Enforcement Agency, Department of the Attorney General, State of Hawai'i***

Returned to my former position to supervise legal and enforcement staff of sixteen in the establishment and enforcement of child support obligations for parents and caretakers in Maui County. Responsibilities included the judicial resolution of paternity cases which necessitates knowledge of genetic markers, the use of litigation for financial recoveries and working with parents in resolving child support, custody and visitation disputes. Perform outreach to social service groups to assist in understanding of the child support system.

***2021-September 2022: Private Practice***

Represent parents in family court in primarily in Child Welfare cases which includes addressing issues of jurisdiction, preparing and litigating motion and evidentiary hearings. Also accept court appointments as guardian ad litem on behalf of foster children to represent their best interests while their cases are under the supervision of Child Welfare Services. Also served as a consultant to CSEA to assess workflow and assist in projects as they arise to ensure the efficient operation of the Maui Branch office.

***2002- 2021: Deputy Attorney General/ Maui Branch Manager of the Child Support Enforcement Agency, Department of the Attorney General, State of Hawai'i***

Supervised legal and enforcement staff of sixteen in the establishment and enforcement of child support obligations for parents and caretakers in Maui County. Responsibilities included the judicial resolution of paternity cases which necessitates knowledge of genetic markers, the use of litigation for financial recoveries and working with parents in resolving child support, custody and visitation disputes. Perform outreach to the prisons and inmate groups to assist in understanding of the child support system.

***2001-2002 Civil Litigation Division, Deputy Corporation Counsel, Department of Corporation Counsel, County of Maui***

Supervised a staff of four attorneys, personally handled the complex civil



litigation cases, including federal and state land use issues, employment and civil rights cases, and personal injury cases. Casework also included appellate briefs and argument in both federal and state courts, which have resulted in several published legal opinions. Responsibilities have also included service as a legal representative and advisor on behalf of several commissions and departments within the County, including the Police Commission, the Liquor Control Adjudication Board and the Liquor Commission.

**1999-2001**    *Civil Litigation Division, Deputy Corporation Counsel, Department of Corporation Counsel, County of Maui*

Litigated a wide variety of cases which included the defense of Maui County and its personnel in personal injury, civil rights actions, complex land use issues in both federal and state court. Appeared in union related arbitration proceedings. Initiated actions in such diverse areas as subrogation, copyright and construction litigation. Was also responsible for civil appellate work, including research and brief writing as well as argument before our State's highest courts. Served as legal representative on behalf of several commissions and departments within the County, including the Police Commission, the Department of the Prosecuting Attorney, and the Liquor Adjudication Board.

**1995-1999**    *Felony Screening Division, Deputy Prosecuting Attorney, Department of the Prosecuting Attorney, County of Maui*

Prepared and presented felony cases before the Grand Jury and conducted preliminary hearings before the court, with specialization in the area of child sexual and felony physical abuse, as well as adult sexual offenses. Duties also included advising police officers in criminal law and investigation, and work with the Children's Advocacy Center and Child Protective Services. Conducted trials in the areas of sexual and physical abuse, as well as child pornography.

**1995-1995**    *Appellate Division, Deputy Prosecuting Attorney*

Performed legal research and wrote appellate briefs including issues of first impression in the State, several of which resulted in published legal opinions. Also responsible for keeping other deputy prosecutors current with recent case law.

**1994-1995**    *Violent Crime Unit, Deputy Prosecuting Attorney*

This Unit was created and specially funded to prosecute cases in the specialized area of child sexual abuse and child physical abuse. Worked closely with the two other members of this Unit on prosecuting these

cases as well as establishing protocol in conjunction with other child welfare agencies.

- 1992-1994**    *Family Court Division, Deputy Prosecuting Attorney*  
Screened, prepared and conducted trials in the juvenile area, handling a wide range of cases including felony assault, weapons and drug cases. Prosecuted domestic violence cases.
- 1991-1992**    *District Court Division, Deputy Prosecuting Attorney*  
Screened, prepared and litigated trials on misdemeanor criminal, traffic and alcohol-related offenses in large volume.
- 1990-1991**    *Law Clerk, Department of the Prosecuting Attorney*  
Assisted in drafting of legal briefs and research, as well as oral argument before the Hawaii Intermediate Court of Appeals.
- 1989-1990**    *Associate, Winston and Morrone, New York, New York*  
Research and case assignments in the areas of banking and commercial litigation, including the preparation of civil pleadings, interrogatories, attendance at depositions and discovery preparation.
- 1988-1989**    *Associate, McDonough, Marcus Cohn and Tretter, New York, New York*  
Responsible for research and briefing on issues of construction litigation and labor law, prepared cases for trial including pleadings, interrogatories depositions and other discovery preparation.

## **EDUCATIONAL BACKGROUND**

- 1985-1988**    Juris Doctor, Benjamin N. Cardozo School of Law, New York  
**1979-1986**    Bachelor of Arts, the City College of the City University of New York, New York

## **PROFESSIONAL LICENSURE**

- Admitted to practice before all courts of the State of Hawai'i, May 31, 1991  
Admitted to practice before the U.S. Court of Appeals for the Ninth Circuit, May 7, 1999  
Admitted to practice before the United States District Court of the District of Hawaii, January 29, 1999  
Admitted to practice before all courts of the State of New York, 1988  
Admitted to practice before the District Court of the Eastern District of New York, January 20, 1989  
Admitted to practice before the District Court of the Southern District of

**New York, February 24, 1989**

**Admitted to practice before all courts of the State of Connecticut, June 2,  
1988**