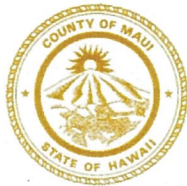
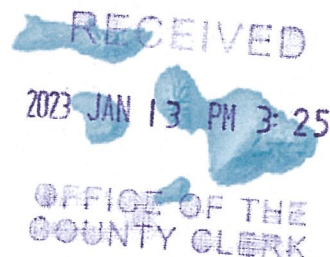


**RICHARD T. BISSEN, JR.**  
Mayor

**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)



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

*Council Chair Tasha Kama*  
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*Page 2*

Department of Environmental Management  
Shayne Agawa, Director of Environmental Management

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

Department of Transportation  
Marc Takamori, Director of Transportation

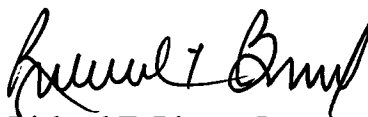
Department of Parks and Recreation  
Patrick McCall, Director of Parks and Recreation

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



# **DIRECTOR OF HOUSING AND HUMAN CONCERNS**

**Class Code:  
0C.070**

**Bargaining Unit: N/A**

**COUNTY OF MAUI  
Established Date: Jun 26, 2018  
Revision Date: Dec 14, 2018**

## **DUTIES SUMMARY:**

- **Develop a comprehensive approach to the effective administration and coordination of programs and plans of action designed to meet human needs in the county.**
- **Develop, supervise and coordinate such programs and projects as shall be assigned by the mayor.**
- **Perform such other duties and functions as may be assigned by the mayor.**

## **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.**
- **Have a minimum of five years of experience in an administrative capacity, either in public service or private business, or both. (Amended 2016, 1992)**
- **As part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.**
- **As part of or in addition to the five years of administrative experience, three years of experience in developing, supervising and coordinating programs and projects designed to meet housing and/or human needs.**
- **A bachelor's degree from an accredited college or university in business administration, public administration, sociology, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree.**

ORDINANCE NO. 4841

BILL NO. 37 (2018)

A BILL FOR AN ORDINANCE ESTABLISHING ADDITIONAL QUALIFICATIONS  
FOR THE DIRECTOR OF HOUSING AND HUMAN CONCERNS

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 Director of Housing and Human Concerns, 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:

**"2.14.060 Director of housing and human concerns. The director of housing and human concerns shall have the following minimum qualifications:**

**1. As set forth in the charter, five years of experience in an administrative capacity, either in public service or private business, or both.**

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


**3. As a part of or in addition to the five years of administrative experience, three years of experience in developing, supervising and coordinating programs and projects designed to meet housing and/or human needs.**

4. A bachelor's degree from an accredited college or university in business administration, public administration, sociology, or other relevant discipline, or a combination of education and work experience substantially equivalent to such a bachelor's degree."

SECTION 3. New material is underscored. In printing this bill, the County Clerk need not include the underscore.

SECTION 4. This ordinance shall take effect on January 2, 2019.

APPROVED AS TO FORM AND LEGALITY:



EDWARD S. KUSHI, JR.  
Department of the Corporation Counsel  
County of Maui  
2017-0098  
PEA-27 2018-02-27 Proposed Ordinance  
Additional Qualifications (DHHC)

**LORI TSUHAKE, LSW, ACSW**



**Executive Profile**

Experienced administrator with demonstrated ability to lead staff and community to collaboratively develop and execute solutions to challenging and complex issues. Achievements in staff development, program consultation, fiscal responsibility, and a strong commitment to culturally competent practice.

**Skill Highlights**

Self-motivated  
Commitment to quality work  
Leadership/communication skills

Wide ranging work experience  
Strength-based leadership  
Works effectively with others

**Core Accomplishments**

Operations/Management/Administration:

- Managed a Maui County department of 8 Divisions and 140+ employees, and an overall annual budget of more than \$45 million
- Successfully conducted legislative advocacy at the county level and at the State Legislature
- Crafted and effectively allocated annual budgets for the State's Homeless Programs Office in excess of \$22 million
- Developed policies related to affordable housing, senior services, aging, early childhood and homelessness
- Facilitated community involvement and solution-focused discussion on homelessness across the state
- Implemented evidence-based programs in the fields of homelessness and under-age drinking prevention

**Professional Experience**

**County of Maui, Director of Housing & Human Concerns**

Jan 2019-present

Provided policy and operational leadership to one of the County's largest departments. Addressed issues of homelessness, affordable housing, and social services to meet community needs. Worked with the development community and non-profits to prioritize projects and funding to ensure that essential services were provided for citizens in need. Administered several federally funded pandemic-related programs on behalf of the County, including Rental and Utility Assistance, CARES Act, and mortgage assistance. Actively participated as head of the Human Services branch of the Maui Emergency Management Agency (MEMA) responses to civil defense emergencies.



**County of Maui, Maui County Office on Aging  
Wellness Coordinator**

**May 2016-Jan 2019**

Administered evidence-based health and wellness programs for Maui County's seniors. Focused on keeping seniors healthy, independent, and living in their homes (not institutions). Advocacy efforts resulted in \$500,000 funding for the Statewide Healthy Aging Project in 2017.

**State of Hawaii, Dept. of Human Services  
Homeless Programs Administrator**

**Nov 2011-May 2016**

Led the State's effort to end homelessness through the procurement of funds to direct service providers, collaboration with other government entities, businesses, and the general public. Worked with national leaders, elected officials, private developers, civil servants and the community to implement effective homeless services focused on housing. The HPO's focus reflected national best practices, utilization of data in funding decisions, and the reliance on community-focused solutions.

**County of Maui, Dept. of Housing & Human Concerns  
Director/Deputy Director**

**Feb 2007-Jan 2011**

During the recession of 2007-2010, the Department was forced to prioritize food, shelter, and safety for our community services and funding. Worked with agencies to ensure that basic needs were met, collaborations were created to reduce duplicative services. DHHC also raised more than \$4 mil in funding from other sources to assist/support the community during a time when County funds were limited.

**Therapist/Consultant (Self-Employed)**

**2005-2007**

Successfully treated children with Reactive Attachment Disorder (RAD) and assisted their families by providing support, training and education. Conducted training in the community for schools, the Judiciary, and others working in child welfare. Clients were seen statewide.

**Education**

University of Hawaii at Manoa  
Master of Social Work (MSW)  
Bachelor of Social Work (BSW)

**Other Distinctions**

- Licensed Social Worker #1245, State of Hawaii
- Academy of Certified Social Workers (ACSW) 1995
- Member, National Association of Social Workers (NASW)

**Personal References**

- Charmaine Tavares, Former Maui County Mayor
- Lloyd Sodemani, Maui Realty and Hawaii National Guard
- Marc Alexander, Hawaii Medical Association