



DEPARTMENT OF
HOUSING AND HUMAN CONCERNS
COUNTY OF MAUI

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April 25, 2016

Mr. Sananda K. Baz
Budget Director, County of Maui
200 South High Street
Wailuku, Hawaii 96793

Honorable Alan M. Arakawa
Mayor, County of Maui
200 South High Street
Wailuku, Hawaii 96793

For Transmittal to:

Honorable G. Riki Hokama
Chair, Budget and Finance Committee
Maui County Council
200 South High Street
Wailuku, Hawaii 96793

Dear Chair Hokama:

SUBJECT: FISCAL YEAR ("FY") 2017 BUDGET (HC-4) (BF-1)

Thank you for your correspondence of April 21, 2016 requesting responses to questions posed during the April 20, 2016 meeting. The questions posed in your letter are listed below in bold and are followed by the Department's responses.

- 1. For the Affordable Rental Housing Programs (page 214 of the Program Budget), provide the number of clients served per agency and indicate the number of clients receiving the maximum assistance of \$5,000. Include the number of repeat clients per agency. (MV)**

Please see attached.

- 2. Explain the difference in job description and responsibilities between a Housing Quality Standards Inspector and a Housing Inspector. (RH)**

The Housing Quality Standards Inspector position, which was a Civil Service position, had been vacated and abolished. A new exempt Housing Inspector position was created pursuant to HRS Section 76-77(14). With this new exempt position, the job description and responsibilities of an "Inspector" has been expanded to include the following:

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Acting Mayor
4/25/16
Date

- Conducts special studies and surveys relative to the program, such as compilation of utility allowance data which is updated annually.
- Receives and disseminates information and materials relative to the Section 8 Program and promotes the program to community groups and organizations.

3. Explain the rationale for all of the reallocations of positions to Housing Specialists. (RH)

There was an operational assessment done by the National Center for Housing Management, Inc. in November 2014. The following recommendation was made:

- Reduce the operations dependence on clerical support. The past practice of assigning one clerk to each Housing Specialist may have made sense in pre-technology days but those days are behind us. When modern technology (including operating software, productivity software, email, voicemail, and other technology) is properly used, many of the clerical functions of the past are eliminated or easily put in the hands of the Housing Specialist.

Based on the recommendation, the Housing Division reallocated clerical positions into exempt Housing Specialist positions. This decision was also approved of by HUD.

The additional specialists enabled Section 8 to clear all 3,000 names off of the wait list in 2015. Many people were on the wait list for as long as 3-4 years. In late 2015, the division was able to open a new wait list, enabling the specialists an opportunity to provide service to more residents and allowing more residents an opportunity to obtain housing vouchers. Currently, the average workload for each specialists is 180-200 cases.

4. Explain why there is no request to fill position HC-0097, Information/Publicity Technician for Kaunoa Senior Center. (MW)

Position HC-0097 was vacated in July, 2011 by a staff member who was promoted to a specialist position. In FY13, the position was temporarily frozen by the budget office to correct DHC EP. This position's .5 e/p was temporarily used in another DHC division. In FY14, the position was returned to Senior Services and remained vacant pending plans with IT and Parks and Recreation to improve computers and computer registration programs at Kaunoa. In FY15, new computers were installed along with a new activity registration program for Kaunoa's Leisure/Wellness Program. The job description for HC-0097 was reviewed and updated with Personnel in preparation for filling the position, given the new technology responsibilities. A Request to Fill HC-0097 will be submitted following the filling of related positions which have an impact on this position.

5. Explain why there is no request for a list of eligible applicants for position HC-0096, Senior Services Program Specialists III for Kaunoa Senior Center. (MW)

A request to fill was generated on 11/6/15. A list of 8 eligible applicants was received on 11/25/15. Three (3) candidates were interviewed and none were selected. A new request to fill was generated on 4/6/16 to open a new recruitment and we are currently awaiting a list.

6. Provide a list of initiatives for the Early Childhood Program. (MW)

The following initiatives are coordinated partnerships and advocacy targeting federal, state, and private funds to expand or implement early childhood services in Maui County to which no county funding is expended:

- **Early Childhood Comprehensive System Impact Grant:** (Federal and State Funds) Department of Health submitted the federal application, if received it will provide funding (\$100,000 each year for 5 years to each of 2 Maui Organizations).
- **Early Head Start Expansion Grant:** (Federal Funds) Application not yet available. Applications were submitted in previous years, however organizations on Oahu received the funding. If received, the funding will be used to expand infant toddler care center based capacity as well as increased home visiting services for families that meet the federal poverty guidelines.
- **Public funded preschool program:** (State Funds) Maui County has 3 publicly funded preschools (Lanai, Molokai, & Hana) and anticipates the expansion of one more in Kihei in 2017.
- **Advocacy for the funding and increased funding of Preschool Open Doors:** (State General Funds allocation) No application being submitted, however funding / increased funding will result in more families in Maui County with 4 year olds to receive financial assistance for preschool.
- **Advocacy for adjustment to be made to the childcare assistance rate table:** (State General Funds, Federal Childcare & Development Block Grant) No application being submitted, however adjustments to the rate table will result in income eligible Hawaii families receiving an increased amount of assistance to make childcare more affordable.
- **Action Strategies Access Survey:** (Private Funding) The action strategies team is fully funding a market research parent survey. The survey is being distributed families with children under 5 and seeks information about utilization and access to early childhood programs (childcare and preschool parent supports). The data can be broken down by community and will be used to inform the early childhood 5 year plan.

- **Action Strategies Access Online Resource Hub:** (Private Funding) Aloha United Way has been contracted to operate and advertise an online resource hub that families can access to identify early childhood programs and services.

In addition, the Early Childhood Resource Coordinator (ECRC) also convenes the Early Childhood Round Table. The attached document identifies the priorities the round table has set and for which the ECRC seeks out opportunities to expand and impact early childhood services in Maui County.

7. Provide, electronically, all the applications received in response to a request for proposals for grant funding for FY 2017. (EC)

An electronic copy of all applications received is provided on the attached CD.

8. Explain why your Department does not use the services of Ka Lima O Maui, Ltd. for ground maintenance at Departmental facilities. (EC)

The Department's Senior Services Division has County employed UPW Park Caretakers to maintain its grounds and facilities. Due to the nature of the work Kaunoa does with the elderly, in addition to maintaining a clean environment and setting up numerous classrooms and events throughout the day, their focus is to constantly ensure that all aspects of Kaunoa's campuses (exterior grounds, lawns, walking areas, bathrooms, classroom set ups, parking, offices, and waiting areas) meet all safety needs of the seniors. They are primarily trained in senior and disability safety issues through the County's Risk Management office, the University of Hawaii Maui College, the Maui County Aging and Disability Resource Center, and other local agencies. The Park Caretakers are also trained in CPR and First Aid.

Therefore, Kaunoa's park caretakers are much more than just maintenance landscapers. They fulfill numerous other tasks on an as-needed basis throughout the campus and possess special training specific to meet the myriad of unique needs of Kaunoa's participants.

Thank you for the opportunity to provide this information. Please feel free to contact me at Ext. 7805 should you have any questions.

Sincerely,



CAROL K. REIMANN
Director of Housing and Human Concerns

**Affordable Rental Housing Programs
(HC-4) (BF-1)
4/25/2016**

Agency	Allocation		No. Of Clients Served to Date		No. Of Clients Receiving Max. Assistance of \$5000		No. of Repeat Clients to Date	
	FY15	FY16	FY15	FY16	FY15	FY16	FY15	FY16
MAUI ECONOMIC OPPORTUNITY	328,500	322,000	72	70	17	13	2	0
KA HALE A KE OLA (KHAKO)	188,563	185,500	56	40	6	1	0	0
FAMILY LIFE CENTER	275,000	269,500	87	74	0	4	1	0
WOMEN HELPING WOMEN	170,000	166,500	37	36	5	4	4	0
TOTAL	962,063	943,500	252	220	28	22	7	0

Maui County

Early Childhood Resource Center

Early Childhood Round Table

MISSION

Maui County parents and families with children, prenatal to kindergarten entry, will have the support, resources and early childhood programs they need in order to meet their child's optimal development and learning needs in culturally responsive ways.

VISION

We envision a comprehensive and seamless system of early childhood services that meet the physical, cognitive, social, and emotional needs of children prenatal to kindergarten entry, and that are available and affordable to all families in Maui County.

HEALTH* (2)

- * Inclusion of emotional and physical Health and Wellness Programming for all children (*Center Based, Family Child Care programs, Home Visits*)
- *Early Childhood Mental Health System of Care (*Identification of MH issues for young children & services for children & families*)

SAFETY* (4)

- *Home visiting (*prenatal & environmentally at-risk*)
- *Safety Education Targeting Parents (*mandated reporting; falls from windows, good touch bad touch, domestic violence, resources, safe sleep, car seats*)
- *Engage law enforcement (*Poi & Kalo programs*)
- *Access to Certified Playground Safety Inspectors

CARE* (3)

- *Affordable Access to Programs: (*Gap Funding & Subsidy Expansion/Assistance*)
- *Extended Care Options: (*Sick Child Care; Drop-in Care; Evening Child Care*) After School Programs
- *Infant & Toddler (*provision of incentives for infant toddler care*)

DEVELOPMENT* (3) (aka Learning & Education)

- *Curriculum: *Pre-Literacy; Family Literacy Program; STEM (Learning); Family Child Interaction *Learning (FCIL) Expansion (Tutu & Me etc.)*
- *Supports: (*Substitute Pool & Translators/Interpreters*)
- *Head Start & Early Head Start (*Expansion*)

PROFESSIONAL DEVELOPMENT* (4)

- *Cross training / Professional Development Coordination / Implementation & Community Service
- *Learning Expansion opportunities
- *Accreditation Support
- *Coursework & Distance Learning
- *Scholarships

SPECIAL POPULATIONS* (2)

- * Intervention Services for 3-5 year olds (*support for CB programs for social emotional needs*)
- * Program / Services for homeless families with young children