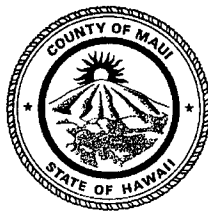


MICHAEL P. VICTORINO
Mayor

SANDY K. BAZ
Acting Managing Director



COUNTY OF MAUI
OFFICE OF THE MAYOR
200 SOUTH HIGH STREET
WAILUKU, HI 96793

RECEIVED

2019 JAN 14 PM 4:39

OFFICE OF THE
COUNTY COUNCIL

January 14, 2019

Mike Molina, Chair
GET Committee
Maui County Council
c/o 200 S. High Street, 7th Floor
Wailuku, Hawaii 96793

RE: GET-1; Director Appointment for the Department of Management

Dear Chair Molina:

For your review, enclosed please find:

1. County of Maui Job Description for the Managing Director
2. Ordinance No. 4864, Bill No. 60 (2018) of the Maui County Code
3. Resume for Sananda "Sandy" K. Baz

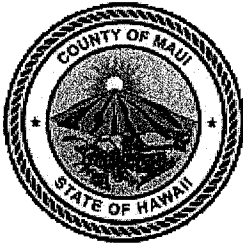
Thank you for your consideration of this applicant. Should you have any questions or concerns, please do not hesitate to call me at ext. 5535.

Sincerely,

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

MICHAEL P. VICTORINO
Mayor, County of Maui

Enclosures



MANAGING DIRECTOR

Class Code:
0C.075

Bargaining Unit: N/A

COUNTY OF MAUI

Established Date: Dec 12, 2018

Revision Date: Dec 14, 2018

DUTIES SUMMARY:

- Act as the principal management aid to the mayor.
- Supervise the administrative functions of those agencies, departments, boards and commissions assigned by the mayor.
- Evaluate the management and performance of each agency.
- Prescribe standards of administrative practice to be followed by all agencies under his or her supervision.
- Supervise and coordinate those functions described in Subsections 7-5.6, 7-5.7 and 7-5.8.
- Perform all other duties and functions required by this charter or 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 or private business or both. (Amended 2016)
- As a part of or in addition to the five years of administrative experience, three years of responsible managerial and budgetary experience.
- As a part of or in addition to the five years of administrative experience, three years of experience in one or more of the following functions: acting as the principal management aide to a chief executive officer; supervising the administrative functions of agencies, departments, and boards and commissions; evaluating the management and performance of agencies under his or her supervision; prescribing standards of administrative practice to be followed by agencies under his or her supervision; supervising and coordinating the preparation and submittal of an annual operating budget and a capital program; supervising and coordinating the control, management, and execution of an

annual operating budget and capital program; and supervising and coordinating a systematic and continual review of the finances, organizations, and methods of each department to assist in achieving the most effective expenditure of funds and to determine that such expenditures are in accordance with budget laws and controls in force.

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

ORDINANCE NO. 4864

BILL NO. 60 (2018)

A BILL FOR AN ORDINANCE ESTABLISHING ADDITIONAL QUALIFICATIONS
FOR THE MANAGING DIRECTOR

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 Managing Director, 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:

"2.14.120 Managing director. The managing director shall have the following minimum qualifications:

1. As set forth in the charter, five years of experience in an administrative capacity, either in public 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 one or more of the following functions:

a. Acting as the principal management aide to a chief executive officer.

b. Supervising the administrative functions of agencies, departments, and boards and commissions.

c. Evaluating the management and performance of agencies under his or her supervision.

d. Prescribing standards of administrative practice to be followed by agencies under his or her supervision.

e. Supervising and coordinating the preparation and submittal of an annual operating budget and a capital program.

f. Supervising and coordinating the control, management, and execution of an annual operating budget and capital program.


g. Supervising and coordinating a systematic and continual review of the finances, organizations, and methods of each department to assist in achieving the most effective expenditure of funds and to determine that such expenditures are in accordance with budget laws and controls in force.

4. A bachelor's degree from an accredited college or university in business administration, public administration, 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 underscoring.

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

pea:misc:027abill011(md):ske

WE HEREBY CERTIFY that the foregoing BILL NO. 60 (2018)


1. Passed FINAL READING at the meeting of the Council of the County of Maui, State of Hawaii, held on the 15th day of June, 2018, by the following vote:

Michael B. WHITE Chair	Robert CARROLL Vice-Chair	Alika ATAY	Eleanora COCHRAN	S. Stacy CRIVELLO	Donald S. GUZMAN	G. Riki HOKAMA	Kelly T. KING	Yuki Lei K. SUGIMURA
Aye	Aye	Excused	Aye	Aye	Aye	Aye	Aye	Aye

2. Was transmitted to the Mayor of the County of Maui, State of Hawaii, on the 15th day of June, 2018.

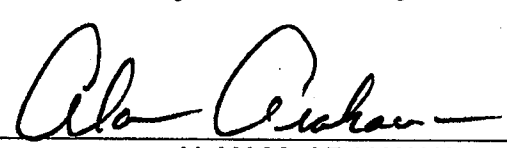
DATED AT WAILUKU, MAUI, HAWAII, this 15th day of June, 2018.

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2018 JUN 15 PM 3:13
OFFICE OF THE MAYOR

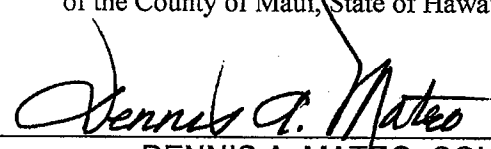

MICHAEL B. WHITE, CHAIR
Council of the County of Maui


DENNIS A. MATEO, COUNTY CLERK
County of Maui

THE FOREGOING BILL IS HEREBY APPROVED THIS 18 DAY OF June, 2018.


ALAN M. ARAKAWA, MAYOR
County of Maui

I HEREBY CERTIFY that upon approval of the foregoing BILL by the Mayor of the County of Maui, the said BILL was designated as ORDINANCE NO. 4864 of the County of Maui, State of Hawaii.


DENNIS A. MATEO, COUNTY CLERK
County of Maui

Passed First Reading on June 1, 2018.
Effective date of Ordinance January 2, 2019

RECEIVED
2018 JUN 18 AM 9:37
OFFICE OF THE
COUNTY CLERK

I HEREBY CERTIFY that the foregoing is a true and correct copy of Ordinance No. 4864, the original of which is on file in the Office of the County Clerk, County of Maui, State of Hawaii.

Dated at Wailuku, Hawaii, on

County Clerk, County of Maui

Sananda "Sandy" K. Baz

Profile

Experienced and accomplished executive with proven leadership in all aspects of operations, finance, program oversight, budget development and implementation, risk and personnel management. Results-oriented, decisive leader with success in improving financial strength, operational effectiveness and employee productivity. Values based leader with a strong commitment to community.

Professional Experience

- Jan 2011- **Budget Director**
Dec 2016 and *County of Maui, Wailuku, HI*
Dec 2017- Plan, organize, direct and coordinate the formulation, preparation, review and
Present presentation of the County's \$700+ million operating budget and capital program. Administer the development, implementation and reporting of long-range plans and performance measurement systems. Analyze capital projects, including the analysis of the bond or loan financing and preparation and issuance of bonds. Develop and implement fiscal policies. Work with department heads, division chiefs and operations staff, on operational, budgeting and financial matters.
- Oct 2017- **Security and ADA Administrator**
Dec 2017 *County of Maui, Wailuku, HI*
Manage and oversee the operation and maintenance of countywide security systems, including video and access control for County facilities; develop policies, procedures and plans to provide optimum security, reduce risk, and to provide for the safety and security of the facilities and its users; manage the County's Americans with Disabilities Act (ADA) Program; evaluates program effectiveness and ensures County compliance with applicable Federal, State, and County laws and requirements; serves as the County's resource specialist on facilities and services matters pertaining to the ADA.
- Jan 2017- **Director of Council Services**
Sept 2017 *County of Maui, Wailuku, HI*
Manage the staff and activities of the Office of Council Services. Develop organizational plans, staffing plans, and budgets. Plan, assign, and supervise studies and research, compile data, and prepare reports on projects requested by the Council, committees, or individual Council members, and recommend disposition of items for Council action. Assist the Council in coordinating all legislative and intergovernmental meetings, functions, and activities.
- Jan 2006- **Chief Executive Officer/Executive Director**
Jan 2011 *Maui Economic Opportunity, Inc., Wailuku, HI*
Provide leadership and overall management of a large nonprofit community action agency with over 250 employees. Administer a delivery system of comprehensive services in accordance with the agency's mission and stated purpose as established by the board of directors. Manage over 70 grants, contracts

and other funding sources totaling over \$21 million. Oversee planning, design and development of construction projects. Regularly work with elected and appointed officials from all levels of government. Conduct national and local trainings on nonprofit board governance and agency management.

Dec 2001- **Deputy Director/Executive Director Designee**
Dec 2005 *Maui Economic Opportunity, Inc., Wailuku, HI*
Assist the Executive Director with leadership and overall management, as well as develop, monitor, and evaluate programs and services, manage grants and agency finances, manage staff, and solve program and personnel challenges.

Other Experience

2000-2001 **Management Information Systems (MIS) Director**
Maui Economic Opportunity, Inc., Wailuku, HI

1998-2000 **Computer User Support, Programmer/Analyst III & Webmaster**
MIS Division, Dept. of Management, County of Maui, Wailuku, HI

Education

Western Governor's University, Salt Lake City, UT, Master of Business Administration (MBA) - Management and Strategy
Western Governor's University, Salt Lake City, UT, Bachelor of Science - Business Management
Maui Community College, Kahului, HI, Accounting
University of Hawaii at Manoa, Honolulu, HI, Pre-Business

Affiliations and Professional Training

Government Finance Officers Association (GFOA) - Member
GFOA Budget and Finance Trainings
Executive Development Institute, Leadership Development Program
The Grantsmanship Center, Grant Writing and Management Training Program
Volunteer Legal Services Hawaii, Nonprofit Management Training Series
The Pacific Institute, Imagine 21 Leadership Training
Various Nonprofit and Program Management Training Seminars and Conferences
Hawaii Real Estate Sales License (inactive)

Fellowships, Awards and Recognition

GFOA Distinguished Budget Presentation Awards
St. Anthony Jr.-Sr. High School Distinguished Alumni Award - 2009
PONO Fellow, Hawaii Community Foundation - Class of 2008
Pacific Century Fellow - Class of 2007
Pacific Business News "Forty Under 40 Award" - 2004
Gubernatorial Commendation - 2004

Community and Volunteer Activities, Current

Maui Native Hawaiian Chamber Foundation, Secretary 2010-2014, Treasurer 2014-Present
UH Maui College, Chancellor's Advisory Council, 2015-Present

Community and Volunteer Activities, Past

National/ Federal

Association of Farmworker Opportunity Programs, Board Member 2005-2010
Rocky Mountain - HI Coalition, Board Treasurer 2005-2010
U.S. Dept of Commerce, Economic Development Administration-
- Comprehensive Economic Development Strategy Steering Committee 2009-2010, 2015-2016
GFOA - Distinguished Budget Award Reviewer 2013-2016

State

State-County Functions Working Group on TAT, 2014-2015
Coastal Zone Management Advisory Committee, 2013-2014
Hawaii Tourism Authority, TAT Review Committee, 2013
Governor's Sequestration Impact Response Team, 2013
Workforce Development Council, State of Hawaii, Member 2007-2009
State of Hawaii Department of Transportation Planning Committees (various)
PHOCUSED, Inc., Board Member 2008-2009
Commission on Fatherhood, State of Hawaii, Member 2004-2007
Hawaii Alliance for Nonprofit Organizations (HANO), Board Member 2006-2008
Hawaii CAP Directors Association, Board Member 2002-2010, Chair 2006, 2010

County

Maui County Commission on Naming Streets, Parks and Facilities, 2000-2005, Chair 2001-2002
Maui County Workforce Investment Board, Member 2006-2009, Chair 2007-2009

Community

Young Brothers Community Advisory Board, 2005-Present, Chair 2007-2008, 2010
Maui Native Hawaiian Chamber of Commerce, Board Member/Gov't Relations Chair 2008-2010
Rotary Club of Kahului, Member 2001-2011, Foundation Chair 2004-2008, President 2008-2009
Decisions Maui, Board Member 2002-2010
Joint Advocacy Committee on Senior Affairs, Member 2002-2010
Maui Housing Council, Member, Chair 2007-2008
Maui Non-Profit Directors Assoc., Member, President 2003, Govt Advocacy Chair 2006-2009
Maui United Way, Inc., Board Member 2007-2008, Fund Distribution Committee, Member 2003
Aloha House, Inc., Board Member 2003-2005
Malama Family Recovery Center, Inc., Board Member 2003-2005

Education

Nā Leo Kako'o O Maui, Inc. Hawaii Immersion Board, Board member 99-00
Ka 'Aha Kauleo Kaiapuni Hawai'i, Statewide Council on Native Hawaiian Education Vice Ch 99
Pūnana Leo O Maui/Nā Leo Pulama O Maui Board Member 96-01, Treas. 96-97, Pres. 98-99
Nā Leo Pulama O Maui, Chair- Hale Hou Committee 99-01

References available upon request