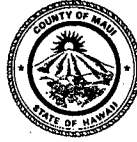


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COUNTY COUNCIL
COUNTY OF MAUI
200 S. HIGH STREET
WAILUKU, MAUI, HAWAII 96793
www.MauiCounty.us

February 15, 2019

Mr. David Underwood, Director
Department of Personnel Services
County of Maui
Wailuku, Hawaii 96793

Dear Mr. Underwood:

**SUBJECT: PRE-BUDGET SESSION PRESENTATION (DEPARTMENT
OF PERSONNEL SERVICES) (GET-18(5))**

May I please request your attendance at the Governance, Ethics, and Transparency Committee meeting of March 12, 2019 to provide a brief overview of the Department of Personnel Services. May I ask that your presentation be limited to no more than 15 minutes. The Committee intends to allot an additional 15 minutes for questions and answers.

The overview should include the roles and responsibilities of the Department's Administration and Management Support Services program, and a snapshot of the Department's budgetary requests for Fiscal Year ("FY") 2020, to include vacancies and the costs associated with those vacancies, and proposed equipment purchases and the purpose of those requests.

May I further request you identify in writing the following:

1. The Department's top three-to-five strategic goals.
2. Tactics to be implemented to meet these strategic goals and the intended results.
3. Funds anticipated to remain unencumbered from the FY 2019 Budget and the reasons why the funds were not encumbered.
4. The Department's fixed costs and discretionary costs.

Mr. David Underwood
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5. Cost-saving measures the Department has implemented or will be implementing, and the amount saved or that will be saved by these measures.

I would appreciate receiving your written response **no later than Friday, March 8, 2019**. To ensure efficient processing, please include the relevant Committee item number in the subject line of your response.

Should you have any questions, please contact me or the Committee staff (Shelly Espeleta at ext. 7134, or Pauline Martins at ext. 8039).

Sincerely,



MIKE MOLINA, Chair
Governance, Ethics, and Transparency
Committee

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cc: Mayor Michael P. Victorino