

Ricky Watanabe  
Chair

Jan TenBruggencate  
Vice Chair

Members:  
Marissa Sandblom  
Virginia Kapali  
Carol Suzawa  
Patrick Stack  
Lori Koga

**COUNTY OF KAUAI CHARTER REVIEW COMMISSION  
NOTICE OF MEETING AND AGENDA**

Monday, April 22, 2019  
3:00 p.m. or shortly thereafter  
Mo'ikeha Building, Meeting Room 2 A/B  
4444 Rice Street, Lihu'e, HI 96766

OATH OF OFFICE FOR NEW CHARTER REVIEW COMMISSIONER LORI KOGA 1<sup>ST</sup> TERM ENDING  
ON DECEMBER 31, 2021

**CALL TO ORDER**

**COMMUNICATIONS**

**APPROVAL OF MINUTES**

Open Session Minutes of March 25, 2019

**BUSINESS**

CRC 2019-02

General Discussion on Charter Initiatives of Interest

Deputy of Public Works or Designee discussion with Commission

Human Resources discussion on possible recruiting amendments

CRC 2019-03

Discussion on County Auditor Position

Council Chair or designee to discuss County Auditor position

**ANNOUNCEMENTS**

Next Meeting: Monday, May 27, 2019, 3:00 p.m., in the Mo'ikeha Building, Meeting Room 2A/2B

**ADJOURNMENT**

**EXECUTIVE SESSION**

Pursuant to Hawai'i Revised Statutes §92-7(a), the Commission may, when deemed necessary, hold an executive session on any agenda item without written public notice if the executive session was not anticipated in advance. Any such executive session shall be held pursuant to HRS §92-4 and shall be limited to those items described in HRS §92-5(a). Discussions held in Executive Session are closed to the public.

cc: Deputy County Attorney Adam Roversi

*An Equal Opportunity Employer*

## PUBLIC COMMENTS and TESTIMONY

Persons wishing to offer comments are encouraged to submit written testimony at least 24 hours prior to the meeting indicating:

1. Your name and if applicable, your position/title and organization you are representing;
2. The agenda item that you are providing comments on; and
3. Whether you will be testifying in person or submitting written comments only; and
4. If you are unable to submit your testimony at least 24 hours prior to the meeting, please provide 10 copies of your written testimony at the meeting clearly indicating the name of the testifier; and
5. If testimony is based on a proposed Charter amendment, list the applicable Charter provision.

While every effort will be made to copy, organize, and collate all testimony received, materials received on the day of the meeting or improperly identified may be distributed to the members after the meeting is concluded.

The length of time allocated to persons wishing to present verbal testimony may be limited at the discretion of the chairperson or presiding member.

### Send written testimony to:

Charter Review Commission

Attn: Anela Segreti

Office of Boards and Commissions

4444 Rice Street, Suite 150

Līhu'e, HI 96766

E-mail: [asegreti@kauai.gov](mailto:asegreti@kauai.gov)

Phone: (808) 241-4917      Fax: (808) 241-5127

### SPECIAL ASSISTANCE

**If you need an ASL Interpreter, materials in an alternate format, or other auxiliary aid support, or an interpreter for a language other than English, please contact Anela Segreti at (808) 241-4917 or [asegreti@kauai.gov](mailto:asegreti@kauai.gov) at least seven calendar days prior to the meeting.**

COUNTY OF KAUAI  
Minutes of Meeting  
OPEN SESSION

Board/Commission:	<b>CHARTER REVIEW COMMISSION</b>	Meeting Date	<b>March 25, 2019</b>
Location	Mo'ikeha Building, Meeting Room 2 A/B	Start of Meeting: 3:00 p.m.	End of Meeting: 3:44 p.m.
Present	Chair Ricky Watanabe. Vice Chair Jan TenBruggencate. Members: Carol Suzawa, Virginia Kapali, Patrick Stack Also: Deputy County Attorney Peter Morimoto. Boards & Commissions Office Staff: Administrator Ellen Ching, Administrative Specialist Anela Segreti		
Excused	Member Marissa Sandblom.		
Absent			
SUBJECT	DISCUSSION	ACTION	
<b>Call To Order</b>		Chair Watanabe called the meeting to order at 3:00 p.m. with five members present which constituted a quorum.	
<b>Communications</b>	None	Chari Watanabe called a recess at 3:05pm to get new recorder. Called back to session at 3:08pm.	
<b>Approval of Minutes</b>	<u>Open Session Minutes of February 25, 2019</u>	Vice Chair TenBruggencate moved to approve the Open Session Minutes of February 25, 2019 as submitted. Ms. Suzawa seconded the motion. Motion carried 5:0.	
<b>Business</b>	<u>CRC 2019-02 General Discussion on Charter Initiatives of Interest</u>		
	Discussion of Salary Commission with Ms. Ching. Ms. Ching discussed the Salary Resolution being presented to the Council. Clarified that resolution sets the maximum salary.		

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Ching stated that the County Engineers position has been hard to fill, given salary and qualifications. Salary Commission has been discussing this in regards to salary and qualifications.</p> <p>Chair Watanabe stated that it was discussed before previous election and Commission turned it down, but now it continues to be a hard position to fill.</p> <p>Vice Chair TenBruggencate asked if the Administration will be bringing a proposal. Ms. Ching replied that she believes they will, but don't know what proposals at this time.</p> <p>Discussion regarding a change in Charter or policy change for the County Engineer position. Ms. Ching stated that other counties are having the same issues in filling Engineer positions and are looking at more flexible approaches. One approach is rather than mandating an engineer license for the County Engineer position if there are other positions with the Engineer license they have more flexibility in recruiting for those positions. Salaries being proposed in the resolution will still be under what other Counties in the state are offering.</p> <p>Vice Chair TenBurggencte asked if anyone looked at a different structural change. A system with an Engineer and Manager that jointly run. Someone to do technical side and someone to do Administrative side. Ms. Ching stated that she knows that it has been done in Department of Transportation. Discussion continued on possible solutions.</p> <p>Ms. Ching stated that HR is looking at a process for chronically vacant positions.</p> <p>Ms. Kapali suggested that perhaps the County Public Works set up may have positions of a Manager and County Engineer. Have County Engineer and Deputy, in some instances the Deputy can serve as a managing administrator and leave County Engineer as chartered. If Administration is willing to look at a possible re-description to meet those conditions may have the framework.</p>	<p>Vice Chair TenBruggencate moved to ask staff to invite the Deputy of Public Works and whoever he requires as staff to come and discuss organizational chart for that department and make suggestions to change. Ms. Suzawa seconded. Motion carried 5:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p>Ms. Ching stated that all options are on the table to fill the position.</p> <p>Discussion continued on possible options to fill County Engineer position.</p> <p>Mr. Stack suggested getting a head hunter. Ms. Kapali suggested that may be something for HR. Ms. Ching shared that experience that they previously had has not been good.</p> <p>Ms. Ching stated that benefits vs wages still comes down to people having enough to pay bills.</p> <p>Mr. Patrick stated that he believes that there are a lot of retired Engineers that may want to take on the job pro bono.</p> <p><u>CRC 2019-03 Discussion on County Auditor Position</u></p> <p>Discussion on removing County Auditor Positions from Charter with Ms. Ching.            Chair Watanabe stated that they would like to invite Council Chair to next Charter meeting and entertained a motion.</p>	<p>Vice Chair TenBruggencate moved to ask staff to also invite Human Resources to come and talk about recruiting and whether there are any amendments that the Commission can recommend that can ease the process. Ms. Suzawa seconded. Motion carried 5:0.</p> <p>Vice Chair TenBruggencate moved to ask staff to contact the Council Office and invite the Council Chair or his designee to come and tell them what they think. Ms. Kapali seconded. Motion carried 5:0.</p>
<b>Announcements</b>	Next Meeting: Monday, April 22, 2019, 3:00 p.m., in the Mo'ikeha Building, Meeting Room 2A/2B	

SUBJECT	DISCUSSION	ACTION
<b>Adjournment</b>		Vice Chair TanBruggencate moved to adjourn the meeting. Seconded by Ms. Kapali. Motion carried 5:0 Chair Watanabe adjourned the meeting at 3:44 p.m.

Submitted by: \_\_\_\_\_  
Anela Segreti, Administrative Specialist

Reviewed and Approved by: \_\_\_\_\_  
Ricky Watanabe, Chair

( ) Approved as circulated.

( ) Approved with amendments. See minutes of \_\_\_\_\_ meeting.