

Ricky Watanabe  
Chair

Jan TenBruggencate  
Vice Chair

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

**COUNTY OF KAUA'I CHARTER REVIEW COMMISSION  
NOTICE OF MEETING AND AGENDA**

Monday, May 20, 2019  
3:00 p.m. or shortly thereafter  
Mo'ikeha Building, Meeting Room 2 A/B  
4444 Rice Street, Lihu'e, HI 96766

**CALL TO ORDER**

**COMMUNICATIONS**

**APPROVAL OF MINUTES**

Open Session Minutes of April 22, 2019

**BUSINESS**

CRC 2019-02            General Discussion on Charter Initiatives of Interest

CRC 2019-03            Discussion on County Auditor Position

Council Chair or designee to discuss County Auditor position

**ANNOUNCEMENTS**

Next Meeting: Monday, June 24, 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

**PUBLIC COMMENTS and TESTIMONY**

*An Equal Opportunity Employer*

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>April 22, 2019</b>
Location	Mo'ikeha Building, Meeting Room 2 A/B	Start of Meeting: 3:03 p.m.	End of Meeting: 3:55 p.m.
Present	Vice Chair Jan TenBruggencate. Members: Carol Suzawa, Virginia Kapali, Patrick Stack, Marissa Sandblom, Lori Koga. Also: Deputy County Attorney Adam Roversi. Boards & Commissions Office Staff: Administrator Ellen Ching, Administrative Specialist Anela Segreti		
Excused	Chair Ricky Watanabe		
Absent			
SUBJECT	DISCUSSION	ACTION	
	Prior to the start of the meeting, Administrative Assistant to the County Clerk Eddie Topenio gave the Oath of Office to new Commissioner Lori Koga.		
<b>Call To Order</b>		Vice Chair TenBruggencate called the meeting to order at 3:03 p.m. with six members present which constituted a quorum.	
<b>Communications</b>	None		
<b>Approval of Agenda</b>	Next meeting on agenda is May 27, 2019, Memorial Day. Corrected to May 20, 2019.		Vice Chair TenBruggencate, agenda stands approved with correction to date of next meeting.
<b>Approval of Minutes</b>	<u>Open Session Minutes of March 25, 2019</u>  Ms. Kapali pointed out typo on page 1 Chair Watanabe, not Chari Watanabe.		Vice Chair TenBruggencate, the Open Session Minutes of March 25, 2019 stands approved with correction.
<b>Business</b>	<u>CRC 2019-02 General Discussion on Charter Initiatives of Interest</u>		Deferred to later in meeting.

SUBJECT	DISCUSSION	ACTION
	<p><b><u>CRC 2019-03 Discussion on County Auditor Position</u></b></p> <p>Vice Chair TenBruggencate stated staff suggested deferring until after budget process is done so that Council members would have time to address Commission. He took note of fact that Council Member Cowden was in audience and invited her to talk generally, with respect to County Auditor whether it should be in the County Charter or not, whether it should be changed, where the Council</p> <p>Council Woman Felicia Cowden. Deferral to later would be better. She ask that when next agenda comes up to invite them all, stated that if it is May 20, she will not be here. She stated that the Council is talking about it and have candidates they are looking at and considering. It is not an easy to fill. Important that it sits with the prerogative of the Council. Mayor's office has given a list of areas needing auditing and Council is in agreement. Even if they do 90 day hires to look at narrow parts of the budget, they can do it. She does not want to take it off, they do have it funded, and feels that if they cannot fill positon they can take those dollars and have it applied to specific contracted elements to do it.</p> <p><b><u>CRC 2019-02 General Discussion on Charter Initiatives of Interest</u></b></p> <p><i>County Engineer position/Public Works</i></p> <p>Lyle Tabata, Deputy County Engineer. Discussion of what is needed for County Engineer position. Less than 10% of job requires a Professional Engineer License, it is required for signing sub division plans. Mr. Tabata explained aspects of Public Works and his experiences related to different engineering disciplines. County Engineer needs to have an understanding of multiple levels of Public Works. Clarified that you can be in any discipline as long as licensed, passing a test. Civil Engineer would be best fit for County Engineer. 30% of job needs sound engineering knowledge, 40% is managing the divisions, people, projects, operations. 30% financial, keeping track of money.</p> <p>Discussion of change in job title. Someone that is seasoned, with temperament. Example that Maui has a Director of Public Works and does not have a license, but is an engineer. To solve</p>	<p>Ms. Suzawa moved to defer to May 20, 2019 meeting.          Mr. Stack seconded.          Motion carried 6:0.</p>

SUBJECT	DISCUSSION	ACTION
	<p>problem County needs to pay. All functions of Public Works should remain together to prevent silos. Pay is main reason cannot find someone to fill position.</p> <p>Mr. Stack asked if would be better to advertise to a group that is not motivated. Working conditions and ability to design your office.</p> <p>Ms. Ching discussed that filling this position has been a long standing problem. Kauai Public works is different than other Counties, Waste Water, Solid Waste, Building Permits are all under this. Kauai County is smaller but the scope is broader than other Counties, resources are smaller. Managing Engineer range is \$130,000 - \$185,000, in resolution closer to \$130,000 and hope it will begin the conversation. Interest is to fill position. Salary ordinance will be coming up on Wednesday before Council.</p> <p>Ms. Kapili stated that Parks and Recs. was once part of Public Works, but even with this the scope is Broad. Dilemma and more confused.</p> <p>Ms. Ching discussed possibly having more options in listing skills and by having some be preferred rather than required so that more people may apply.</p> <p>Discussion that the division heads, licensed engineers, make as much or more than the Deputy and Chief.</p> <p>Ms. Cowden thinks that word to remove may be “registered” and rather than listing degrees required, but should balance out with skill sets. Salary is important to look at and it is problematic. Even if it goes through it is still not enough.</p> <p><u>Human Resources</u>          Janine Rapozo, Acting Director of Human Resources. Ms. Rapozo discussed challenges with filling positions, regardless of if it’s appointed or civil service. One is licensed engineers in general. It is a state wide problem. Employment is good, the private sector is hiring, especially</p>	

SUBJECT	DISCUSSION	ACTION
	<p>people licensed in engineering. A year ago came to Commission to see if could remove the licensing requirement for the County Engineer. At that time Mayor Carvalho withdrew. Looking at different ways to recruit for these types of positions, there is something in the HRS allows to look at differentials for hard to fill positions. The Salary Commission has looked at the harder to fill positions and trying to raise salaries. She does not know about lowering qualifications, and if salary is the only thing. Maybe there are other ways to look at compensation. Positions are put out when the Department request for it. Put it on the website, out to all employees, paper, and professional journals and websites. Recruitment is difficult right now. HR Department has not gone out with anything under the former and current administrations.</p>	<p>Ms. Suzawa moved to defer.          Ms. Sandblom seconded.          Motion carried 6:0.</p>
<b>Announcements</b>	<p>Next meeting: Monday, May 20, 2019.</p>	<p>Ms. Suzawa not able to attend.</p>
<b>Adjournment</b>		<p>Vice Chair TenBruggencate adjourned the meeting at 3:55 p.m.</p>

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

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

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