

Lawrence Chaffin Jr.
Chair

Sandi Sterker
Vice Chair



MEMBERS:
Randy Finlay
Dirk Apao
Linda Faye Collins

TRANSMITTAL

COUNTY OF KAUAI
COST CONTROL COMMISSION
The Office of Boards and Commissions
4444 Rice Street, Suite 150
Lihu'e, Hawai'i 96766

TO: The Honorable Mayor Bernard P. Carvalho Jr.
The Honorable Members of the Kaua'i County Council

FROM: Lawrence Chaffin Jr, Chair and Members of the Cost Control
Commission

Via: Mercedes Youn, Boards and Commissions Support Staff

DATE: December 14, 2010

RE: 2010 Annual Report of the Cost Control Commission

Aloha Mayor Carvalho,

In accordance to Section 28.05 Reports. The Commission shall prepare and advertise a written annual report summarizing its recommendations prior to the end of each year calendar. As required by the Charter the report will be published in the Garden Island newspaper on Sunday, December 26, 2010

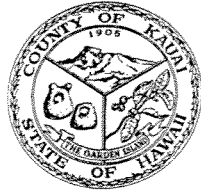
Attached is a copy of the 2010 Annual Cost Control Commission Report for your information and records.

Thank you for your time and assistance.

C: Gary Heu, Managing Director
Beth Tokioka, Director of Communications
Wally Rezentes, Director of Finance
Alfred Castillo Jr, County Attorney
Lenny Rapozo, Director of Parks and Recreation
Malcolm Fernandez, Director of Personnel Services

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COUNTY COST CONTROL COMMISSION 2010 Annual Report

Overview

Established by Charter in 1988, the goal of the Cost Control Commission is to reduce the cost of county government while maintaining a reasonable level of public services.

The Cost Control Commission is charged with the responsibility to review and scrutinize personnel costs, real property taxes, travel budgets, and contract procedures with the intent of eliminating, consolidating or reducing overlapping or duplicate County services and programs. The Commission is empowered to secure, through the Office of the Mayor or the Chairman of the Council, any reports or information from their respective departments or employees that is appropriate to accomplish its work.

The Cost Control Commission conducted nine (9) regular meetings in the 2010 calendar year and is hereby submitting its Annual Report summarizing its recommendations which will be advertised as required in Section 28.05 of the Kaua'i County Charter.

I. RELATING TO EXPANDING THE ADOPT-A-PARK (HO'OLOKAHI) PROGRAM

Findings

1. There are approximately 63 parks and 36 are presently in the Adopt-a-Park program.
2. Cost savings derived over the past two fiscal years 2008-2010 from the sponsor/volunteer activity associated with the Adopt-a-Park program was estimated to include over 5,000 man hours of work at a unit cost per hour of \$15, for a value of \$75,000.
3. It is emphasized that Adopt-a-Park volunteers do perform work that county workforces do not do on a regular basis such as painting over graffiti, repainting picnic tables, restrooms and bus shelters, trimming plants and bushes, pickup cigarette butts on the beaches, etc.

4. The County of Kaua'i has decreased its annual operating budget 10% in FY 2008-2009 and another 10% in FY 2009-2010 due to the decreasing county revenue generated and it is anticipated to decrease even further.

Recommendations

1. The Parks and Recreation Department through its Ho'olokahi Program should be required to expand cost-savings opportunities for their operations, through contacting and attending the monthly meeting of various other non-profit community service type organizations including but not limited to the Rotary and Lions Clubs, to inquire if they are interested in participating in an Adopt-a-Park project or other types of community service projects.
2. A listing of the Kaua'i Rotary and Lions Clubs contact information for Fiscal Year 2010-2011 is attached hereto which includes meeting dates, time and locations
(Note: A copy of the attachment can be obtained at the Office of Boards and Commissions.)
3. Another list of non-profit organizations with contact information is also attached hereto.
(Note: A copy of the attachment can be obtained at the Office of Boards and Commissions.)
4. Contact the Kaua'i Planning & Action Alliance, Inc. (KPAA) for a list of additional community organizations that may be interested in participating in this program.

II. RELATING TO ADDITIONAL TRAINING FOR THE COUNTY ATTORNEY'S OFFICE

Findings

1. The Commission was given the organizational structure, assigned functions and operational responsibilities of the County Attorney's Office. Mr. Castillo indicated that although it is his policy to first deal with cases using in-house Deputy Attorneys, the Office does not always have the specialized expertise required to handle every case. In addition, the Office encounters instances in which it has a direct or indirect conflict of interest on a particular matter.
2. Mr. Castillo also provided the Commission with a written summary of the amount expended over the past three (3) fiscal years to hire outside legal counsel. After reviewing the expenditure summary, the Commission requested a cost breakdown to hire an in-house litigation team. Mr. Castillo responded by submitting an estimated breakdown of \$212,500 consisting of salaries plus benefits for two attorneys and a legal clerk including associated equipment and supplies.
3. Mr. Castillo pointed out that his Office currently lacks experience on matters dealing

with Equal Employment Opportunity, Sexual Harassment and Federal Court Procedures. Mr. Castillo felt that his existing attorneys could provide the legal research and/or representation required if they were afforded the opportunity for more training. He also reported that he had sufficient funds in his office budget to provide the necessary training in the upcoming fiscal year.

Recommendation

The Cost Control Commission is in agreement with the County Attorney's management efforts in maximizing the in-house effectiveness of the Office and reducing the amount of money used for hiring special outside legal counsel by encouraging the County to support continued training opportunities for all Deputy County Attorneys especially in the areas of Equal Employment Opportunity, Sexual Harassment and Federal Court Procedures.

III. RELATING TO PERSONNEL AND INDUSTRIAL RELATIONS TRAININGS FOR COUNTY EMPLOYEES

Findings

The Cost Control Commission conducted a survey to determine whether County employees are being provided appropriate personnel and industrial relations related training opportunities to improve management and supervision as well as to minimize injury, liability and risk within the workplace.

1. The Commission received responses from fourteen (14) County Departments submitting a list of the trainings that their employees have attended as well as a prioritized list of personnel type trainings that would benefit their department.
2. The Commission held previous discussions with various department heads (e.g. the County Attorney, the County Engineer and the Director of Parks and Recreation) as it relates to whether County employees are being provided appropriate personnel and industrial relations related training opportunities and were concerned about whether these types of adequate trainings were being regularly scheduled and conducted within the County.
3. In response to the survey, it became apparent that there is a need for training in the areas of personnel and industrial relations. Listed below are the top six (6) most desired trainings that were identified by the various departments:
 - a. Sexual Harassment
 - b. Leadership/Supervisory Management
 - c. Workplace Violence
 - d. Industrial Injury
 - e. Computer Skills
 - f. First Aid/CPR

Recommendations

The Commission recommends that the County of Kaua'i, through the Director of Personnel Services, develop, coordinate and implement an annual training program for the County employees that includes, but is not limited to the trainings identified in paragraph no. 3 of the above Findings.

Due to budgetary constraints, the Commission recommends that wherever possible collaboration within the County and/or among other non-profit organizations that may have the expertise in conducting these types of training, be contacted (e.g. the YWCA has a trainer that has provided sexual harassment training for the Kaua'i Police Department).

The Commission further requests that a copy of these Findings and Recommendations be transmitted to the Civil Service Commission for review and oversight.

In closing, the Commission would like to thank all the departments that participated in the survey and those who took time from their busy schedules to provide information at the Cost Control Commission meetings.

Respectfully Submitted:

COST CONTROL COMMISSION

By *Lawrence Chaffin, Jr.*
Lawrence Chaffin, Jr. Chair

Sandi Sterker
Sandi Sterker, Vice Chair

Randy Finlay
Randy Finlay, Commissioner

Dirk Apao
Dirk Apao, Commissioner

Linda Faye Collins
Linda Faye Collins, Commissioner

Date Submitted: *December 13, 2010*