



COST CONTROL COMMISSION

ANDRE N. LISTER, CHAIR
ALICE LUCK, VICE CHAIR

PAUL A. PANCHO, MEMBER
TYLER RODIGHIERO, MEMBER
STACY WAIKOLOA, MEMBER

Meetings of the Cost Control Commission will be conducted as follows:

- Meetings will be publicly noticed under Chapter 92, Hawai'i Revised Statutes (HRS).
- Minutes of the meetings will be completed under Chapter 92, HRS, and posted to the Cost Control Commission's website.

24 SEP 27 A7:36

Public Comments and Testimony:

- **Written testimony** will be accepted for any agenda item herein.
 - Written testimony indicating your 1) name, and if applicable, your position/title and organization you are representing, 2) whether you are a registered lobbyist and if so, and on whose behalf you are appearing, and 3) the agenda item that you are providing comment on, may be submitted to mromo@kauai.gov or mailed to the Cost Control Commission, c/o Office of Boards and Commission, 4444 Rice Street, Suite 300, Lihu'e, Hawai'i 96766.
 - Written testimony received by the Cost Control Commission less than 48 hours before the meeting will be distributed to all members at the start of the meeting.
- **Oral testimony** will be taken at any time during the meeting.
 - It is recommended that anyone interested in providing oral testimony register at least 24 hours before the meeting by emailing mromo@kauai.gov or calling (808) 241-4920. Any request to register may include your 1) name, and if applicable, your position/title and organization you are representing, 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address).
 - Per the Cost Control Commission's Policy No. 1 there is a three-minute time limit per testifier for each agenda item.

SPECIAL ASSISTANCE

IF YOU NEED AN AUXILIARY AID/SERVICE, OTHER ACCOMMODATION DUE TO A DISABILITY, OR AN INTERPRETER FOR NON-ENGLISH-SPEAKING PERSONS PLEASE CONTACT THE OFFICE OF BOARDS AND COMMISSIONS AT (808) 241-4917 OR ADAVIS@KAUAI.GOV AS SOON AS POSSIBLE. REQUESTS MADE AS EARLY AS POSSIBLE WILL ALLOW ADEQUATE TIME TO FULFILL YOUR REQUEST. UPON REQUEST, THIS NOTICE IS AVAILABLE IN ALTERNATIVE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.

COUNTY OF KAUAI COST CONTROL COMMISSION MEETING NOTICE AND AGENDA

Thursday, October 3, 2024

9:00 a.m. or shortly after that

**Piikoi Building, Boards and Commissions Conference Room
4444 Rice Street, Suite 300, Līhu'e, Hawai'i 96766**

RECEIVED

Remote Access VIDEO by Microsoft Teams

Click on the URL below or type the URL into your computer or smartphone

24 SEP 27 A 7:36

Meeting ID: 237 039 877 859 Passcode: LUmRr7

<https://bit.ly/3zzG6Xs>

COUNTY OF KAUAI
CLERK OF COURTS

AUDIO Connection by Microsoft Teams

Phone: +1 469-848-0234, Phone Conference ID: 237 039 877 859

OPEN SESSION MEETING CALLED TO ORDER

ROLL CALL TO ASCERTAIN QUORUM

APPROVAL OF AGENDA

CHAIR'S ANNOUNCEMENTS

- Next Monthly Meeting, Thursday, November 7, 2024, at the Office of Boards and Commissions Conference Room, Suite 300.

PUBLIC TESTIMONY ON ANY AGENDA ITEMS

Individuals may testify on any agenda item or wait for the item to come up on the agenda.

APPROVAL OF MINUTES

- Open Session Minutes of August 1, 2024, meeting

BUSINESS:

CCC 2024-1:

Discussion and possible decision-making on recommendations to reduce the cost of county government while maintaining a reasonable level of public services under Section 28.02 of the Kaua'i County Charter Article XXVIII Cost Control Commission.

- Expenditure Report by Department Summary (FY 20-24), including:
 - a. Expenditures by Fund Summary
 - b. Other Post Employment Benefits
 - c. Budget for FY 2025
- Real Property Tax Collections (FY 20-24)

CCC 2024-3

Discussion and decision-making on the 2024 Cost Control Commission Annual Report.

EXECUTIVE SESSION: Under HRS§ 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 under HRS § 92-4 and limited to those described in HRS §92-5(a).

ADJOURNMENT

cc: Deputy County Attorney Chris Donahoe

DRAFT to Be Approved

OPEN SESSION MEETING MINUTES

Board/Commission		Cost Control Commission	Meeting Date:	August 1, 2024
Location	Piikoi Building, Boards and Commissions Conference Room 4444 Rice Street, Suite 300, Lihue, Hawai'i 96766		Start of Meeting: 9:00 a.m.	End of Meeting: 10:29 a.m.
	Remote Access VIDEO by Microsoft Teams Click on the URL below or type the URL into your computer or smartphone https://bit.ly/4dcj7im Meeting ID: 228 296 371 409 Passcode: DayT3Q AUDIO Connection by Microsoft Teams Phone: +1 469-848-0234, Phone Conference ID: 255 114 024#			
Present	Chair Andre Lister. Commissioners Paul Pancho, Tyler Rodighiero and Stacy Waikoloa (via Microsoft Teams). Boards and Commissions Staff: Boards and Commissions Administrator Ellen Ching, Support Clerk Mercedes Orno; Deputy County Attorney Chris Donahoe. Also present: Director of Finance Michelle Lizama, Keith Perry and Todd Ozaki, Office of the Mayor.			
Excused	Vice Chair Alice Luck			
Absent				
SUBJECT	DISCUSSION			ACTION
Meeting Called to Order/Roll Call to ascertain quorum	The meeting started when Chair Andre Lister called the Cost Control Commission August 1, 2024, meeting to order at 9:00 a.m. Commissioner Paul Pancho responded here. Commissioner Tyler Rodighiero responded here. Commissioner Stacy Waikoloa responded here (via Microsoft Teams). Vice Chair Alice Luck was excused. Chair Andre Lister responded here.			Quorum was established with 4 Commissioners present.

SUBJECT	DISCUSSION	ACTION
Approval of Agenda		Mr. Pancho moved to approve the agenda as circulated. Mr. Rodighiero seconded the motion. Motion carried 4:0.
Chair's Announcements	Chair Lister announced that the next monthly meeting will be held on Thursday, September 12, 2024, at the Office of Boards and Commissions Conference Room, Suite 300.	
Public Testimony	The Commission received no written testimony on any agenda item. There was no one present from the public wishing to testify on any agenda item. There was no one present via Microsoft Teams to testify on any agenda item.	
Approval of Minutes	<ul style="list-style-type: none"> Open Session Minutes of the July 11, 2024, meeting 	Mr. Pancho moved to approve the minutes of the Commission's July 11, 2024, meeting. Mr. Rodighiero seconded the motion. Motion carried 4:0.
Business CCC 2024-1	<p>Discussion and possible decision-making on recommendations to reduce the cost of county government while maintaining a reasonable level of public services under Section 28.02 of the Kawa'i County Charter Article XXVIII Cost Control Commission.</p> <ul style="list-style-type: none"> Budget Administrator Ken Shimonishi or his representative responding to the Commission's request for information regarding: <ol style="list-style-type: none"> Recommendations on cost reductions, containment, or increasing the efficiency of operations. Top 10 current CIP Projects that: (1) are progressing overbudget from the original cost estimate, and/or (2) are not progressing in a timely manner as per the 	

SUBJECT	DISCUSSION	ACTION
	<p>original time estimate, and to provide information (1) on which contractors were awarded contracts and (2) how many firms were awarded contracts with the Department of Public Works.</p> <p>Administrator Ching stated that present from the Administration were Director of Finance Michelle Lizama, and from the Office of the Mayor, Keith Perry and Todd Ozaki.</p> <p>Ms. Lizama stated that the request she received from the Cost Control Commission did not match the item listed on the agenda. The request she received was to provide the top 10 problematic CIP projects and to provide the CIP projects and associated departments responsible for those projects. That is what she responded to in writing. Ms. Lizama stated that she provided the Commission with a list of the top 10 most challenging projects and strayed away from using the terminology "problematic."</p> <p>Chair Lister asked what the acronym CFD stood for. Mr. Perry responded that CFD stood for Community Facilities District. Ms. Lizama further noted that those projects are specifically related to the Kuku'i'ula area.</p> <p>Chair Lister stated that the request for the top 10 list came about as the CIP list was so large and the Commission wanted to trim down the list to be able to focus more on where cost control could be implemented. Chair listed asked why these 10 projects made the list of most challenging projects. Mr. Perry responded as follows:</p> <ul style="list-style-type: none"> • The list could change in a couple of months, but the projects would have similar qualities to the projects on this current list. 	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> The problems around the first set of projects is the lack of staffing and the difficulty in getting those projects started without the proper staffing. That is a theme throughout the CIP project list. Projects lag due to lack of project staffing in general. <p>Mr. Rodighiero asked whether all the projects on the list were funded by the General Fund. Mr. Perry responded that the projects were funded by the specific CIP Fund and could involve different funding sources. Mr. Rodighiero asked whether the CIP Projects were funded through the Operating Budget or through other sources. Mr. Perry responded that the CIP Budget was funded through other sources of funds, which may include the General Fund, but other funds as well. Ms. Lizama stated that at the Commission's last meeting, the list provided to the Commission included a breakdown of the specific fund and source of funding for each specific CIP project.</p> <p>Mr. Rodighiero asked to confirm that his understanding that the Operating Budget and CIP Budget were two separate pots of monies was correct. Ms. Lizama assured him that his understanding was correct.</p> <p>Mr. Rodighiero asked whether the funds within the CIP Budget included funds to pay County employees to maintain or upkeep the specific project listed. Mr. Perry responded that the budget for County salaries to upkeep a project would be encompassed in the Operating Budget. The funds in the CIP Budget would be mostly used to pay contractors to build that initial project or the large capital expenditure. The County resources portion would more than likely be found in the Operating Budget. Mr. Perry further clarified that when he stated the staffing problem earlier, he was speaking about the difficulty in finding qualified employees to fill vacant positions to</p>	

SUBJECT	DISCUSSION	ACTION
	<p>manage CIP projects. This could include engineers, project managers, etc. Recruitment remains open in this tough hiring market.</p> <p>Mr. Rodighiero asked whether any unspent CIP monies are lost if they are unspent at the end of the fiscal year. Mr. Perry responded that typically, CIP projects extend through multiple fiscal years, however, projects need to be captured in the CIP Budget each fiscal year to receive funding. Restrictions on outside funding sources such as State funding having a 3-year spenddown window could exist. Each CIP project is reviewed by the Council and the Administration's Budget Team each year.</p> <p>Mr. Rodighiero asked if there were a process which would allocate more resources towards projects where matching funds may expire or go away if not spent down by the County to expedite the completion of that project. Mr. Perry responded that the County does do their best to expedite those types of projects to take advantage of any matching funding opportunities.</p> <p>Chair Lister asked what the realistic impact to added cost would be for delays due to projects not being able to move forward due to staffing. Mr. Perry responded that the cost would be the typical cost escalation or inflation experienced in the market. Market prices will typically not trend downwards so any delays would likely translate to cost escalation due to market increases.</p> <p>Chair Lister asked whether the County budgeted for cost escalations and increases knowing that there are staffing shortages and market increases? Mr. Perry responded that the County evaluates projects on an annual basis and any cost escalations would be accounted for when the project is budgeted for in the ensuing fiscal year.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Mr. Rodighiero asked whether the staffing issue was due to the level of pay, and whether that had to do with collective bargaining levels that are set statewide. Mr. Perry responded that the salary levels for the positions are handled by the Department of Human Resources. Mr. Perry further stated that many of the private consultants are also having difficulty hiring and retaining employees at higher salary levels as well. Private consultants could include contractors, engineers, architects, etc.</p> <p>Chair Lister asked whether pay is the only factor that would help improve the County being able to attract more qualified workers to move projects along. Mr. Perry responded that the County has always looked at how to do more with less. As far as bringing in new staff, that would be a question more suited for the Department of Human Resources to answer. The Department of Human Resources has implemented strategies to try to help with filling vacancies. The staffing problems are experienced even by the private sector, who can set salaries at any level they want and provide other enticing benefits.</p> <p>Chair Lister stated that he imagines it being difficult for contractors as well to start projects not having the labor needed to run projects. Mr. Perry concurred with Chair Lister's sentiments and stated that the County experiences it all too often in that they cannot even get projects out to bid because there is no one to manage and run them.</p> <p>Chair Lister asked what happens when bids come in a lot higher than the budgeted amounts available for the project. Mr. Perry stated that the situation may differ depending on the number of bidders for the project. If there is one bidder, then you can negotiate with that one bidder to value engineer the project. If there is more than one bidder, then you need to</p>	

SUBJECT	DISCUSSION	ACTION
	<p>go back and value engineer the project, come up with a different scope, and re-post the project for another round of bidding. Chair Lister expressed his appreciation that the County does go through the value engineering process to try to bring down costs of capital projects for the County, regardless of how difficult the process may be. Mr. Perry clarified for the Commission that the CIP project costs are strictly for contractor/consultant costs. The County is incurring costs to get projects out to bid, but those cost fall under the County's Operating Budget.</p> <p>Ms. Waikoloa asked whether there are increases in legal expenses due to maintenance and repair projects being pushed back. Mr. Perry responded that any projects that are tied to safety concerns are prioritized accordingly and addressed as soon as possible. Projects that have environmental concerns are given priority status as well.</p> <p>Ms. Waikoloa asked about how emergency projects get prioritized. Mr. Perry responded that emergency projects fall under emergency procurement and that is completed in an expedited manner as well. Ms. Waikoloa asked whether there is an increase in cost when projects are categorized as emergency versus traditional. Mr. Perry responded that he would have to review historical data to be able to answer that question.</p> <p>Mr. Rodighiero stated that he would think each project would need to be analyzed on a case-by-case basis to be able to say whether emergency projects cost more than traditional projects. Mr. Perry stated that Mr. Rodighiero was correct and that it would really be dependent on how long the emergency may have lasted, how long of a timeframe a project needed to be completed within, etc.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Lister asked if there were any major differentiating factors between the various projects listed on the top 10 list of challenging CIP projects. Mr. Perry stated that from Item 5 and below, the challenge lies in the size of the project. The bigger the project, the more problematic it will be. The project will involve more disciplines. You may have a project that has one engineer and one professional services contract, such as road repaving. However, you may have a more complicated project such as the MBP Improvements Project where you have environmental cleanup, vertical buildings, electrical engineering, mechanical engineering, civil engineering, sitework, etc., and you are dealing with existing buildings, the totality makes for a complicated project scope. The more departments a project touches, the more complicated it becomes. A project like HRMS, touches every department, so it makes it that much more complicated.</p> <p>Mr. Perry clarified that HRMS stands for Human Resources Management System and BMP stands for Best Management Practices. The BMP Improvements Project is for the RTS or Refuse Transfer Stations.</p> <p>Chair Lister stated that the Commission's goal was to drill down into some of these more problematic CIP projects instead of overwhelming themselves with the entire CIP project list.</p> <p>Mr. Perry stated the following:</p> <ul style="list-style-type: none"> • CFD Projects-Lack of staffing. • Culvert Assessment-Lack of staffing. • Kipū Bridge Repairs-Lack of staffing. • Minor Bridge Upgrades and Improvements-Lack of staffing. • Po'ipū Road Safety and Mobility Project-Large project and a lot of land deals and right-of-entry agreements to allow the project 	

SUBJECT	DISCUSSION	ACTION
	<p>to proceed. Includes transportation, Federal monies, etc. Lac of staffing.</p> <p>Chair Lister asked how the lack of staffing relates to cost as that falls under the purview of the Cost Control Commission. Chair Lister asked for a status update on the Po'ipū Road Safety and Mobility Project. Mr. Perry responded that the project is in the final design phase. The project is certainly not ahead of schedule. It is behind schedule. The project is going to be more than originally anticipated, however, most of the monies, approximately 80% of the project is coming from other sources of funding. Mr. Perry estimated the rough order of magnitude of approximately \$35M. The project costs increased not only due to time, but also due to scope increases that have occurred. This project touches upon existing roadways and as boring explorations are conducted, additional work surfaces that need to get completed along with the original project scope. Mr. Perry provided the analogy of home improvement shows on the Home Improvement Network. Projects always start off with a project budget but when you start ripping apart a building or digging up something, you encounter unanticipated extra work that needs to get done and so your scope and cost changes over time.</p> <p>Chair Lister asked whether for percent-matching projects, whether the County would be responsible for only the matching portion of the overbudgeted amount of the project cost. Mr. Perry stated that any overruns would need to be budgeted for and accounted for in the CIP Budget through the Budget Team and County Council approval process. Mr. Perry also clarified that</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Mr. Perry continued with the challenges of the top 10 most challenging CIP projects and stated the following:</p> <ul style="list-style-type: none"> • HRMS-Large project that impacts every department. Initial project was scoped to follow another county, but the way agreements are written on Kaua'i is a little different. <p>Administrator Ching clarified that the project itself is taking the County from manual timesheets to electronic entries considering over one thousand employees, every department, numerous collective bargaining agreements, etc. The initial deployment of the system was successful, however, there is now a long "laundry list" of tweaks that need to be made to make it more workable and user-friendly for the various users. Police and Fire have very complicated shifts, allowances, etc. that make their time and allowance entries very difficult and tedious. Every modification takes subcontractors to make the various changes to the software. Chair Lister asked when the program was implemented. Administrator Ching stated that HRMS was the largest CIP project in the first year of the Kawakami Administration. Mr. Perry stated that the rollout to employees was in January of 2023. Chair Lister asked if the educational costs of teaching employees how to use the program was included in the capital cost of the software. Administrator Ching stated that the Department of Human Resource's Payroll Staff conducted virtual and in-person training for County staff. Any educational component was built into the total cost of the rollout. Chair Lister stated that he anticipates the cost for the HRMS project decreasing over time as the system gets modified and people get trained on it.</p> <p>Mr. Perry continued with the challenges of the top 10 most challenging CIP projects and stated the following:</p>	

SUBJECT	DISCUSSION	ACTION
	<ul style="list-style-type: none"> • BMP Improvements Project-Complex due to the amount of architects, engineers, contractors, and subcontractors involved in project. <p>Chair Lister asked for a summary of the project scope. Mr. Perry responded that the project included modifications to the various Refuse Transfer Stations on-island located in Hanalei, Kapa'a, Lihu'e, and Hanapēpē. The Department of Health cited the County for the RTSS not meeting standards and required the County to fix them to meet various health and environmental standards. At the end of the project, all the RTSS will look like the Lihu'e RTS and will be covered facilities. Any trash out at the facility needs to be covered. Leachate tanks and drainage will also need to be built and pumped regularly. Some of these RTSS were built 50-60 years ago. Soil conditions vary based on the location. The facilities also exist on different parcels which make the work complex to manage. Permitting needs to be submitted for each of the parcel's work is being conducted on.</p> <p>Mr. Rodighiero asked whether the RTSS would need to be shut down to the public for certain periods of time. Mr. Perry responded that Mr. Rodighiero was correct. The Lihu'e RTS is scheduled to be shut down on September 11 for approximately two months. Next, Kapa'a will be shut down. The Kapa'a RTS improvements will take a lot longer so the shut down will be extended. Only one RTS will be shut down at a time to minimize impacts to the public.</p> <p>Mr. Perry continued with the challenges of the top 10 most challenging CIP projects and stated the following:</p> <ul style="list-style-type: none"> • Replace and Improve Comfort Stations-Variou locations. Tie-ins that are at multiple locations and in different parcels. 	

SUBJECT	DISCUSSION	ACTION
	<p>The Kapa'a comfort station improvement involves state roadway.</p> <p>Mr. Rodighiero asked if the project entailed beach park or bus station comfort stations. Mr. Perry stated that the project is for comfort stations located in park facilities. Locations include Lucy Wright Park in Waimaea (car accident), Hanapēpē Park (fire damage), Līhu'e Baseball Park (fell apart), and Kapa'a Town Comfort Station (requested by community). These projects are complex as there could be so many unknowns when trying to improve existing comfort stations.</p> <p>Chair Lister stated that he noticed modular comfort stations in Hanalei and wondered if that was planned for any of the mentioned locations. Mr. Perry stated that the easiest comfort stations to install have been the "Līhu'e Loos" that are located roadside outside of the Līhu'e Civic Center. Chair Lister asked if those were more cost effective. Mr. Perry stated that they were indeed.</p> <p>Chair Lister again stated that the goal of this item was for the Commission to dig deeper into a few of the challenging CIP projects and to see if there may be common overlaps of cost items that could be focused on for improvement. Chair Lister asked if Mr. Perry had any recommendations on areas where cost savings might be realized in any of the CIP projects listed. Administrator Ching stated that every CIP project is so different, and the County has long-established systems and processes in-place to do things in the most cost effective and efficient manner. If the Commission wanted to address cost in a CIP project, the method to do so would be to throw out an entire project. Chair Lister agreed that all the CIP projects sound very much needed in the County.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Lister asked whether cutting CIP projects falls under the purview of the Cost Control Commission. Mr. Donahoe stated that under the County Charter, one of the functions of the Cost Control Commission is to scrutinize for reduction, any County operation. Given that, the Commission can scrutinize it and make recommendations on that. Mr. Donahoe further stated that another goal of the Commission is to reduce the cost of County government while providing an adequate level of public services.</p> <p>Mr. Rodighiero asked Mr. Perry, given his familiarity with the CIP projects, whether any of them just do not make any sense to him. Mr. Perry stated that he cannot think of any that do not make any sense as they are vetted through a very rigorous process. They are created at a staff-level, filtered through department heads, through the Budget Team, and finally approved by the County Council. The list does not include every project that everyone wants. It truly only includes only the projects that have made the final cut of a thorough review and analysis process. Mr. Rodighiero expressed his appreciation for that vetting process. Mr. Perry stated that for projects that are not at the stage where they are ready for construction, funding is put in-place for just the professional services such as the design or construction drawings so that funding is not tied up in a project that is not shovel-ready.</p> <p>Chair Lister asked for an explanation of the Waimea Theater project. Mr. Perry clarified that the County owns the Waimea Theater. The project was previously managed by the Housing Agency as it was previously purchased using Community Development Block Grant (CDBG) funds. The project now falls under the Office of Economic Development. The project funds are slated to do building repairs and renovations at Waimea Theater. A consultant needs to evaluate the property to tell the County what needs to</p>	

SUBJECT	DISCUSSION	ACTION
	<p>be done and in what order. The building has issues with its air conditioning, plumbing, flooding, etc. Mr. Rodighiero stated that the Waimea Theater seems like a very odd building for the County to own. Mr. Perry agreed with Mr. Rodighiero. Chair Lister stated that he feels out of all the projects listed, he would rank Waimea Theater very low on the priority list.</p> <p>Chair Lister and Mr. Rodighiero inquired as to how the County came to own the Waimea Theater. Mr. Perry stated that the Housing Agency might be the better department to answer that question. The building was thought of as a community resource and after Hurricane Iniki, the thought was that it could be a gathering place for the Waimea community. Mr. Rodighiero stated that the Waimea Theater is an odd building for the County to own, especially at such a large expense and is perhaps a building that the County could sell and leave the expense to a potential buyer to deal with. Mr. Rodighiero further stated that an asset like the Wailua Golf Course produces revenue to help sustain its operations, whereas the Waimea Theater would more than likely not produce enough revenue to help sustain its operations nor pay for the maintenance and upkeep of the building itself.</p> <p>Ms. Waikoloa stated that due to the excessive vetting that goes into the CIP projects list, there is not much that the Cost Control Commission could recommend cutting in totality. She did note that perhaps the Director of Finance could help to provide clarity as to where in the process projects get held up from meeting completion targets. She wondered if it was due to primarily due to permitting delays or in other types of processes that lead into actual project initiation. Ms. Lizama recommended that the Commission seek a response from each individual department as each project is unique. As the Director of Finance, she could not give one across-</p>	

SUBJECT	DISCUSSION	ACTION
	<p>the-board response that would cover all CIP projects. Ms. Lizama recommended that the Commission possibly narrow down its focus to a specific project to inquire about specifics to help it better grasp what may have caused that specific project to experience delays or cost overruns. Mr. Perry further stated that he agreed with Ms. Lizama in that for most projects, lack of staffing can be attributed to its initial delay in getting started. Administrator Ching also noted that the island also has a housing crisis which does not lend well to those in the construction industry needing housing for its employees. On top of that, the cost of materials, supplies, staff, etc. have all escalated over the years. Administrator Ching further stated that for any project, many times delays occur during the planning process when projects are trying to get permits.</p> <p>Chair Lister asked whether the permitting delays was caused by staffing issues or other issues. Administrator Ching stated that every department or agency is understaffed, and each permit must go through many different departments to gain approval before it can be given final approval. Mr. Rodighiero stated that staffing is an issue everywhere. Many private sector employers are offering higher salaries than the public sector and even benefits that could rival the public sector. The County must live within the collective bargaining position descriptions and salary ranges, which has made it difficult for recruitment and retention.</p> <p>Mr. Perry further clarified that for the permitting process, the process does not only include the Planning Department, but it also includes the Fire Department, Department of Water, Housing Agency, Department of Health, etc. There are multiple agencies in the review process, and it makes it very complicated.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Administrator Ching stated that the Director of Human Resources is currently in negotiations for a bargaining unit, so she is unable to attend the Commission's meeting.</p> <p>Ms. Waikoloa expressed her appreciation to Ms. Lizama and Mr. Perry for their time and effort. Chair Lister further expressed appreciation on behalf of the entire Commission for the hard work put into the information shared with the Commission.</p> <ul style="list-style-type: none"> • Human Resources Director, Annette Anderson responding to the Commission's request for information regarding: <ul style="list-style-type: none"> ○ The number of current employees that are on paid leave due to an investigation. ○ How long a current employee has been on leave. ○ The total cost of their salary during the leave. ○ What is the policy for that employee to get another job outside of the county. ○ What is the policy for that employee to accrue sick leave, vacation time, salary increases and years of service toward their retirement while on leave. ○ Any recommendations to reduce the cost of county government, including eliminating programs/services more efficiently supplied by other governments or organization, eliminating/consolidating overlapping or duplicate programs/services, or reducing county operations. 	

SUBJECT	DISCUSSION	ACTION
	<p>Administrator Ching stated that the request to the Department of Human Resources was requested by Vice Chair Luck. The Department of Human Resources did transmit a written response which is attached hereto and incorporated herein. Chair Lister asked whether it would make sense for the Commission to defer the item to allow for Vice Chair Luck to participate in the discussion. Administrator Ching recommended that the Commission not defer the item. The request was made in response to a Civil Beat article regarding government employees that were paid to basically not work and stay at home because they were under investigation. That investigation went on for a lengthy period. Some of the employees even started working elsewhere. Vice Chair Luck wanted to have the item on the agenda in response to that article and requested that information be provided by the Department of Human Resources. If someone is under investigation, that is privileged information. In consulting with the Office of the County Attorney, it was decided that the Department of Human Resources would respond to as many questions in writing. Due to the nature of the sensitivity of personnel matters under investigation, there are some questions that they could not respond to. The Director of Human Resources would not be present at the next Commission meeting, though the Commission could defer the item so that Vice Chair Luck could be present for additional discussion.</p> <p>Administrator Ching stated that if Commissioners had any follow-up questions, they could send the questions to her, and she could inquire accordingly. The Department of Human Resources and the Office of the County Attorney could jointly respond to questions as they are able to. The question about what specific department an employee belonged to as the response could give away the identify of the employee for smaller departments. Chair Lister asked whether the information could be</p>	

SUBJECT	DISCUSSION	ACTION
	<p>discussed in Executive Session. Administrator Ching and Mr. Donahoe responded that the information is confidential and would not be able to be discussed at all even in Executive Session.</p> <p>Administrator Ching advised the Commission that they would need to decide whether they wanted to receive the information for the record and defer the agenda item for further discussion, or just receive the information and agenda item for the record. Chair Lister asked what kind of dialogue could occur at the next meeting if the item was deferred. Mr. Donahoe stated that the discussion would need to fall within the purview of the Cost Control Commission.</p> <p>Mr. Rodighiero stated that the only reason he would want to see the item deferred would be to allow Vice Chair Luck to provide commentary on why she asked for the agenda item and to allow for her discussion to go on the record. Chair Lister reiterated that no one from the Department of Human Resources will be present to answer any questions. Vice Chair Luck will be receiving the information that the Commission received during the meeting.</p> <p>Administrator Ching stated that another option for consideration would be that Administrator Ching could send out an email to the Commission to recap what occurred during the meeting regarding this item and to ask that any questions be sent back to Administrator Ching if there were any that existed following the recap. Administrator Ching could then forward any questions to the Department of Human Resources.</p>	

SUBJECT	DISCUSSION	ACTION
	<p>Chair Lister asked the Commission whether they had wanted to pursue looking into the Waimea Theater project further. He felt that project was an odd project for the County to be responsible for. Mr. Rodighiero stated that it would be interesting to find out what the mission of the Waimea Theater is and what the benefit to the community is. Ms. Waikoloa expressed her interest in learning more about the project. Administrator Ching stated that the County Charter states that the Cost Control Commission can review County operations that may be better handled by other organizations in a more efficient manner to reduce costs. In a broad sense, what is the definition of a county function. The County has the Department of Parks and Recreation with various sports facilities and programs. The County has the Adolescent Drug Treatment Center that it once supported.</p>	<p>Mr. Rodighiero moved to receive CCC 2024-1 for the record. Mr. Pancho seconded the motion. Motion carried 4:0.</p> <p>Mr. Rodighiero moved to have Administrator Ching send an email summarizing the discussion regarding the item regarding the Department of Human Resources to all Commissioners of the Cost Control Commission. Mr. Pancho seconded the motion. Motion carried 4:0.</p> <p>Mr. Rodighiero moved to request the Office of Economic Development to present information on the reasonable services that the Waimea Theater provides to the Kaua'i community, including the Operating and CIP Budgets. This information may include history of the County's acquisition of the Waimea Theater project, where its function lies within the community, detailed information about the Waimea Theater CIP project, operational costs, revenue, community benefit, and other relevant information. Mr. Pancho seconded the motion. Motion carried 4:0.</p>
<p>Executive Session</p>	<p>Under HRSS 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 under HRS § 92-4 and limited to those described in HRS §92-5(a).</p>	<p>There were no items for Executive Session.</p>

SUBJECT	DISCUSSION	ACTION
Adjournment		At 10:29 a.m., Chair Andre Lister declared the meeting adjourned.

Submitted by: _____ Reviewed and Approved by: _____
Mercedes Omo, Staff Support Clerk Andre Lister, Chair

- Approved as circulated on
- Approved as amended. See minutes of _____ meeting.