

**COST OF GOVERNMENT COMMISSION  
MINUTES  
Kalana O Maui Building, 9<sup>th</sup> Floor, Mayor's Conference Room  
Thursday, March 12, 2015**

**PRESENT:** Tina Gomes, Chair  
Garrett Evans, Vice-Chair  
Bradley Bunn, Member (arrived at 10:16 a.m.)  
Gabriel Hoeffken, Member  
Kent Hiranaga, Member  
Stanford Lantias, Member  
Gayle Long, Member (arrived at 10:13 a.m.)  
Dale Thompson, Member  
John Watling, Member

**EXCUSED:** None

**STAFF:** Lance Taguchi, County Auditor  
Jennifer Oana, Deputy Corporation Counsel (left at 10:12 a.m.)  
Edward Kushi, Jr., First Deputy Corporation Counsel (arrived at 10:12 a.m.)  
Gina Gormley, Technical Writer for the Commission

**OTHER:** John Buck, Executive Assistant, Office of the Mayor  
Camille Sakamoto, Administrative Officer, Office of the County Auditor

**HANDOUTS DISTRIBUTED:**

1. **Copy of February Meeting Minutes**
2. **Copy of Grant T.I.G. Report (*previously distributed in February*)**
3. **Copy of Planning Commission T.I.G. Report (*previously distributed in February*)**
4. **Copy of Office of County Auditor's Request for Written Quotes**
5. **Copy of a Sample of a RFP**

**I. CALL MEETING TO ORDER**

Chair Gomes called the meeting to order at 10:09 a.m.

**II. ROLL CALL**

**III. PUBLIC TESTIMONY**

There was no public testimony.

**IV. REVIEW AND APPROVE FEBRUARY 12, 2015 MEETING MINUTES**

Chair Gomes moved that the February 12, 2015 minutes be approved, and Commissioner Hoeffken seconded the motion. Commissioners Long and Thompson abstained. The motion passed without objection.

## **V. COUNTY AUDITOR'S UPDATE**

County Auditor Taguchi informed the Commission that he will be submitting an audit report by the end of the month. Once submitted, he will provide copies of the report at the next meeting.

## **VI. 2014-2015 ANNUAL REPORT**

### **A. Discuss, Review and/or Modify Draft of Final Report – T.I.G. of County Planning Commission**

Chair Gomes expressed concern over the submitted draft and requested that Commissioner Watling submit a draft in summary form with supporting facts. Chair Gomes did not take issue with the proposed recommendations; however, she is requesting that further research be done so that the recommendations can be factually supported. Commissioner Watling explained that the T.I.G. did not want the perception to be that their recommendation was to abolish the planning commissions and, therefore, drafted the report with that in mind. Chair Gomes recommended to either allow her to do additional research and write the report or to not submit a report at all.

A question to County Auditor Taguchi regarding his methods in submitting a report was asked. He explained the Government Accountability Office's Yellow Book auditing standards to make a finding is what that their office is held to. He explained there needs to be a 1) condition, 2) effect, 3) cause, 4) criteria, and 5) recommendation in order to have a finding. He also explained that the Commission is not held to the same standard as the Office of the County Auditor; the Commission is just required to submit a report.

Commissioner Watling moved to work with Chair Gomes in conducting additional research and drafting the report in summary form. Commissioner Hiranaga seconded the motion. The motion passed without objection.

The Commission deferred this item.

### **B. Discuss, Review and/or Modify Draft of Final Report – T.I.G. of Grants Review System and Process**

Commissioner Evans informed the Commission that attempts were made to meet with Mayor Alan Arakawa. Mr. Buck, Executive Assistant, Officer of the Mayor, will ask Budget Director Baz for comments from Mayor Arakawa on the draft report.

In addition to the recommendations that are being made, Commissioner Bunn suggested highlighting the best practices that Maui County currently has in place. He suggested making recommendations that each department could adopt and make to their practices already in place.

Chair Gomes would like to revise the draft and add comments from Mayor Arakawa.

The Commission deferred this item.

## **VII. REQUEST FOR PROPOSAL (RFP)**

County Auditor Taguchi provided an example of a RFP to the Commission that was conducted by the Department of Transportation. He explained the different types of procurements available. First, for the current Technical Writer position, a Request for Written Quotations was utilized. It was a small services procurement that solicits proposals. The process was simple and the largest factor considered was cost.

Second, a RFP is a longer process with a selection committee. Cost is not the largest factor considered.

Third, there is a professional services procurement. This is a longer process with a selection committee. It is primarily used for architectural and engineering companies. It's a cumbersome process and can be difficult. He does not think this type of procurement is appropriate for the Commission's technical writer position.

He explained that any procurement has to be approved by the chief procurement officer which is the Council Chair for the Legislative branch.

***Chair Gomes recessed the meeting at 11:10 a.m. and reconvened the meeting at 11:22 a.m.***

The Commission discussed the option of lengthening the technical writer's term, which is currently for one year. County Auditor Taguchi explained the Commission could conduct a RFP with options for additional years. The options would be subject to additional funding. If the option is executed, a RFP would not need to be conducted again.

Chair Gomes expressed the need for continuity and would, therefore, prefer a multi-year RFP. Although cumbersome, a multi-year RFP would be more efficient. Theoretically, the RFP process would be conducted every few years instead of yearly. It eliminates the need for a "new" technical writer to have to get up to speed every year. Chair Gomes plans to request a meeting with Council Chair Mike White, if there is no objection from the Commission, to discuss the importance of the technical writer position since it has been expressed that he may have concerns regarding the budget request.

Commissioner Bunn moved to allow Chair Gomes to explore the possibility of multi-year RFPs and Commissioner Evans seconded the motion. The motion passed without objection.

**VIII. DETERMINE NEXT MEETING DATE, TIME, AND AGENDA**

The next meeting is scheduled for April 9, 2015, in the Mayor's Conference Room, at 10:00 a.m.

**XII. ADJOURNMENT**

Commissioner Long moved and Commissioner Evans seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 11:51 a.m.