

**COST OF GOVERNMENT COMMISSION
MINUTES
Kalana O Maui Building, 9th Floor, Mayor's Conference Room
Thursday, June 4, 2015**

PRESENT: Tina Gomes, Chair
Garrett Evans, Vice-Chair
Bradley Bunn, Member
Gabriel Hoeffken, Member
Stanford Lantias, Member
Gayle Long, Member
Dale Thompson, Member

EXCUSED: John Watling, Member

STAFF: Edward Kushi, Jr., First Deputy Corporation Counsel
Gina Gormley, Technical Writer for the Commission

OTHER: John Buck, Executive Assistant, Office of the Mayor
Lance Taguchi, County Auditor
Scott Kaneshina, Senior Analyst, Office of the County Auditor
Camille Sakamoto, Administrative Officer, Office of the County Auditor

HANDOUTS DISTRIBUTED:

1. **Copy of May 21, 2015 Meeting Minutes**
2. **Copy of Request for Proposals for Administrative Services to Support the Cost of Government Commission of the County of Maui for Fiscal Year 2016**
3. **Draft of Final Report - T.I.G. of County Planning Commission**
4. **Draft of Final Report - T.I.G. of Grants Review System & Process**

I. CALL MEETING TO ORDER

Chair Gomes called the meeting to order at 10:07 a.m.

II. PUBLIC TESTIMONY

There being no one signed up to provide public testimony, public testimony was closed.

III. REVIEW AND APPROVE MAY 21, 2015 MEETING MINUTES

Chair Gomes corrected section XI of the minutes to reflect the next meeting as "June 18, 2015" instead of "June 4, 2015". Chair Gomes recommended that the May 21, 2015 minutes be approved. The recommendation passed without objection. Commissioner Watling was excused.

IV. REVIEW AND DISCUSS CORRESPONDENCE RECEIVED

No correspondence received.

V. UPDATE OF REQUEST FOR PROPOSAL (RFP) TO ACQUIRE TECHNICAL WRITER FOR AUGUST 1, 2015 – JUNE 30, 2016

A. Review, Discuss, Modify and Approve Draft of the Request For Proposal

County Auditor Taguchi informed the Commission that a final draft of the RFP has been completed. The procurement process will need to follow State procurement laws. County Auditor Taguchi is recommending that the Commission go through an RFP process to acquire a Technical Writer. The RFP will require the Council Chair's approval because the Council Chair is the Chief Procurement Officer ("CPO"). The RFP outlines the scope of work and the minimum qualification requirements. The contract is for one year and can be extended for an aggregate of 36 months upon mutual agreement by the Commission and the Technical Writer at least 60 days prior to the expiration of the contract.

All interested persons are required to submit a written quote. There is an advertising period of 30 days. The selection panel will review the quote and make a recommendation to the CPO. The selection panel will consist of two commissioners and County Auditor Taguchi.

County Auditor Taguchi explained the evaluation process to the Commission. The evaluation criteria are broken down into four factors: 1) Relevant experience of the proposer, 2) Suitability and feasibility, 3) Overall responsiveness to the RFP, and 4) Hourly rate.

If Council Chair approves the RFP, County Auditor Taguchi will post the RFP on both the County of Maui and State Procurement website for 30 days.

Commissioner Lantias moved to nominate Chair Gomes and Vice-Chair Evans to be on the selection committee, and Commissioner Hoeffken seconded. The motion passed without objection. Commissioner Watling was excused.

Chair Gomes recessed the meeting at 10:40 a.m. and reconvened the meeting at 11:00 a.m.

VI. 2014-2015 ANNUAL REPORT

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

The Commission reviewed the final draft report of the County Planning Commission T.I.G. Chair Gomes informed the Commission that she added the history of the planning commissions to the report. Members of this T.I.G. were

Commissioners Watling, Lanas, Bunn, Hiranaga (resigned), and Sugimura (resigned).

No revisions were made to the report.

B. Discuss, Review and/or Modify Draft of Final Report - T.I.G. of Grants Review System & Process

Members of this T.I.G. were Vice-Chair Evans and Commissioners Long, Hoeffken, and Thompson.

Chair Gomes recessed the meeting at 11:24 a.m. and reconvened the meeting at 11:34 a.m.

Vice-Chair Evans amended the second paragraph on page 3, Section IV(A), to reflect that applicants are required to report monies already received but not monies received after an application is submitted.

Vice-Chair Evans and Long amended the conclusion to reference the T.I.G.'s recommendations.

Commissioner Long moved to allow non-substantive changes to both of the T.I.G. reports, and Vice-Chair Evans seconded. The motion was passed without objection. Commissioner Watling was excused.

Chair Gomes moved to adopt both of the T.I.G. reports, as amended. The motion was passed without objection. Commissioner Watling was excused.

VII. DETERMINE NEXT MEETING DATE, TIME, AND AGENDA

The next meeting is scheduled for June 18, 2015, in the Mayor's Office Conference Room, 10:00 a.m. – 1:00 p.m.

XII. ADJOURNMENT

Commissioner Long moved and Vice-Chair Evans seconded the motion to adjourn. The motion passed unanimously. Commissioner Watling was excused. The meeting adjourned at 11:47 a.m.