

**SALARY COMMISSION
MINUTES
OFFICE OF THE MAYOR
KALANA O MAUI, 9TH FLOOR, MAYOR'S CONFERENCE ROOM
Friday, August 9, 2019**

Present:

Kelly Swanson, Chair
Clark Abbott, Vice-Chair
Dawnalyn Fujiwara
Paul Kailiponi
Stanford Lantias
Vernon Oato
Wallace Tom

Excused:

Peter Martin
Dr. Scott Parker

Staff:

Gladys Baisa, Community Liaison
Darlene Endrina, Community Liaison
Cynthia Razo-Porter, Deputy Director of Personnel Services
Gary Murai, Deputy Corporation Counsel
Pili Nahooikaika, Administrative Assistant
Sherilyn Otsubo, Administrative Assistant

1. Call to Order/Roll Call

The meeting was called to order by Chair Swanson at 8:30 a.m. and roll call confirmed a quorum of five members in attendance (Chair Swanson, Vice-Chair Abbott, and Commissioners Oato, Kailiponi and Tom). Commissioners Fujiwara and Lantias were not present when the meeting was called to order; however, Commissioner Fujiwara arrived during roll call and Commissioner Lantias arrived during the Managing Director's presentation.

2. Public Testimony

There was no public testimony.

3. Approval of the Minutes of the July 19, 2019 Meeting

Vice-Chair Abbott moved to approve the minutes and Commissioner Fujiwara seconded the motion. The motion passed unanimously.

4. Comprehensive Review of Salaries for Department Directors and Deputies, the County Auditor, and the Mayor

a. Presentation by Sandy Baz, Department of Management

Managing Director Baz presented the Commission with a basic employment package, which is given to all County employees, including Directors and Deputies, his duties summary and minimum qualification requirements, and position descriptions for his department.

Managing Director Baz mentioned the qualifications of the Department of Management is defined in Article 8, Chapter 1 of the Charter. He is acting as the principal management aide to the Mayor and makes sure the administration is operating to the best of its ability. Mayor has assigned all 15 of the administrative branches, other than his own personal staff, to report to him. He also evaluates the performance of all 15 agencies.

Managing Director Baz mentioned the following positions in his departments: Deputy Managing Director, Secretary, IT Services Program which includes 48 employees, CIP Program Engineer and project managers, Equal Employment Opportunity and ADA Specialist, Energy Coordinator, Maui Redevelopment Program, Executive Assistants to assist with policy implementation and an Archaeologist which is a position that Council just created within the Department of Management.

Chair Swanson asked how Managing Director Baz feels about his current salary and the salary for his deputy.

Managing Director Baz responded that he knew the salary when he applied for the job and doesn't expect anything above and beyond what he's getting, however the cost of living does increase.

Commissioner Kailiponi stated that according to the Charter the Mayor has the ability to adjust the duties of his Managing Director. Commissioner Kailiponi asked how his responsibilities differ from that of the previous Managing Director.

Managing Director Baz responded that it's relatively the same and that Mayor Arakawa did manage a few departments directly.

Commissioner Kailiponi asked if the salary of the Managing Director should change from mayor to mayor depending on the responsibilities he is given?

Managing Director Baz responded that it depends on how you are evaluating salaries. Departments have different responsibilities which change on a regular basis. The Mayor and Council can move departments and delete and add positions.

Commissioner Kailiponi asked if the Salary Commission should do an evaluation of the duties of the departments?

Managing Director Baz responded that the commission should be flexible and that they should re-evaluate as changes happen within the departments.

b. Presentation by Director Scott Teruya and Deputy Director May-Anne Alibin, Department of Finance

Director Teruya presented the Commission with copies of a power point presentation which includes an organizational chart, powers and duties, minimum requirements, FY 20 projects, revenue sources and a budget overview. He also handed out a description of the different department heads, an organizational chart of each division, and a description of previous finance directors.

Deputy Teruya stated that the department consists of 5 different programs and 5 separate divisions. There are approximately 177 positions in the department. The director directly oversees 10 people in his office: the private secretary, the deputy director, administrative officer, real property manager, internal control officer and 5 division heads: accounting system administrator, motor vehicle manager, real property tax administrator, central purchasing agent and the treasurer.

Deputy Teruya also stated the succession according to the charter; "if there is no managing director or if the managing director is unable to act, the finance director shall act as mayor in the event of the temporary absence of the mayor."

Deputy Teruya went over some new projects for Fiscal Year 20 which include:

- new program for the department, a Land Management Division
- putting all of their inventory into the property tax system
- Workday and begin Time Tracking mode, which includes an expansion position
- IFAS upgrade, the county's accounting software
- implementation of iNovah, one cashiering system that you can pay online
- reduce long-term debt

Deputy Teruya commented about his salary and stated that he was originally offered the deputy position, which would have been a pay cut from his previous position as the Real Property Tax Administrator, and somewhere along the way he was appointed as the director.

c. Presentation by Prosecuting Attorney Don Guzman and Deputy Prosecuting Attorney Robert Rivera, Department of the Prosecuting Attorney

Prosecuting Attorney Guzman handed out a copy of the ordinance relating to the salaries of deputies in corporation counsel and deputies in prosecuting attorney and the charter which outlines the qualifications.

Prosecuting Attorney Guzman stated that his department is comprised of 34 deputy prosecutors and 43 staff. The Prosecutor's Office is the highest level of enforcement. Their enforcement powers come from the Attorney General's office. The Prosecuting Attorney has the authority to appoint the deputies, they are not civil servants.

Prosecuting Attorney Guzman pointed out that when the Salary Commission grants a salary increase for the director and deputy director, it includes an increase for all of the deputies in his department. Managing Director Baz and Chair Swanson interjected by stating that the Salary Commission's decision only relates to the director and deputy director in each department. The salaries for the deputies in Corporation Counsel and the Prosecutor's office are approved by the Council.

Prosecuting Attorney Guzman stated the divisions in his department: felony prosecution division, district court division, felony screening division, appeals/asset forfeiture division, victim/witness division, investigation division, and misdemeanor prosecution division. His responsibility is to make sure that the cases are moving forward and that each division is operating properly.

Prosecuting Attorney Guzman listed some ongoing and new projects which includes the Children's Peace Center and an elderly abuse unit.

In regards to his salary, Prosecuting Attorney Guzman stated that he is happy with the salary he has and that the work is comparable to the pay. He said that his deputies work very hard and advocates for them. His position is the only one in the state that is appointed. The others are elected.

Vice Chair Abbott thanked Prosecuting Attorney Guzman for pursuing the elderly abuse unit.

Commissioner Tom asked if the department is fully staffed and Prosecuting Attorney Guzman replied that they are. He stated that he may need more deputies in the future, such as an agricultural enforcement/prosecutor.

Commissioner Tom also asked if the deputies qualify for overtime. Prosecuting Attorney Guzman answered that they don't receive overtime, neither does he or Deputy Rivera.

d. Presentation by Senior Analyst Scott Kaneshina, Office of the County Auditor

The Office of the County Auditor submitted a correspondence dated August 2, 2019, along with charter provisions which were emailed to the members and also provided at the meeting.

Senior Analyst Kaneshina began by stating that pursuant to the Charter Commission's Revised Final Report: "The Commission concluded that it would be of utmost importance for the powers and duties of the auditor to be spelled out in the Charter so that they would be very clear, and not subject to change by the Council through ordinance." He referenced Commissioner Kailiponi's earlier comment, that a change in administration can change the duties within a department. In the case of the Office of the Auditor, it cannot be changed except through a Charter amendment.

Senior Analyst Kaneshina stated that County Auditor Taguchi is happy with his salary, he knew what his salary was going to be when he applied, and that he trusts the judgement of the Salary Commission.

Commissioner Tom asked how long it takes to do an audit.

Senior Analyst Kaneshina said 9-12 months, depending on the subject matter. The process is similar to what a CPA firm does.

Commissioner Lanas asked if some of the decisions of the audits are through political or public pressure or if it is an independent decision. And the response was that it's an independent decision, usually with public interest in the matter.

Commissioner Lanas asked if an RFP is issued to outsource an audit, and the response was yes.

Commissioner Lanas asked if the financials associated with that comes from their office budget or if it's determined by Council.

Senior Analyst Kaneshina responded that it's from the Auditor's Office's budget, but determined by Council as far as the appropriation. The contracted amount in done in the RFP.

5. Agenda Setting

Chair Swanson mentioned that she might not be at the next meeting.

The next meeting agenda is to include the following:

Discussion on Comprehensive Review of Salaries for Department Directors and Deputies, the County Auditor, and the Mayor.

Including presentations by the following Departments:

Police Department and the Police Commission

Fire Department and the Fire Commission

Department of the Corporation Counsel

Department of Transportation

6. Next Meeting

The next meeting is scheduled for September 13, 2019 at 8:30 a.m. in the Mayor's Conference Room.

Vice-Chair Abbott suggested that staff try to receive handouts a week before so that the commissioners can review them prior to the meeting.

7. Adjournment

Before adjournment, Deputy Corporation Counsel Murai thanked Pili for all of her hard work.

Commissioner Lanas asked if recommendations and opinions should be emailed to the committee.

Deputy Corporation Counsel Murai and Chair Swanson said that any thoughts should be brought up at the committee and will be discussed at the appropriate time.

Vice-Chair Abbott moved and Commissioner Oato seconded the motion to adjourn. The motion passed unanimously. The meeting adjourned at 10:00 a.m.