



NOTICE OF INFORMAL MEETING COUNCIL CHAIR'S MEETING

COUNCIL OF THE COUNTY OF MAUI

www.MauiCounty.us/

Chair

Alice L. Lee

Vice-Chair

Keani N.W. Rawlins-
Fernandez

**Presiding Officer Pro
Tempore**

Tasha Kama

Councilmembers

Riki Hokama
Kelly Takaya King
Michael J. Molina
Tamara Paltin
Shane M. Sinenci
Yuki Lei K. Sugimura

May 26, 2020

1:30 p.m.

MEETING SITE:
Online Only

RECEIVED
2020 MAY 20 PM 2:44
OFFICE OF THE
COUNTY CLERK

A G E N D A

1. **RESCHEDULING THE JULY 27-31, 2020 COMMITTEE MEETINGS TO JULY 20-24, 2020** (County Clerk Kaohu)
2. **IMPROVEMENTS TO THE OFFICE OF THE COUNTY CLERK'S FRONT DOOR** (County Clerk Kaohu)
3. **PROPOSED JOB DESCRIPTION FOR HSAC EXECUTIVE DIRECTOR** (*see attachment*) (Council Chair Lee and Councilmember King)
4. **PROPOSED NEW COMMITTEE MEETING SCHEDULE** (*see attachment*) (Council Vice-Chair Rawlins-Fernandez)
5. **PROPOSED COUNTYWIDE CONTEST** (Council Chair Lee)
6. **DRI-FIT POLO SHIRTS FOR OFFICE OF THE COUNTY CLERK AND OFFICE OF COUNCIL SERVICES** (Council Chair Lee)
7. **GRANICUS UPDATES** (Council Chair Lee)
 - **Send Agenda**
 - **e-Comments**
 - **GovDelivery**
8. **THE "NEW NORMAL" SURVEY RESULTS** (Council Chair Lee)
9. **NEW NORMAL PLAN** (Council Vice-Chair Rawlins-Fernandez)

- 10. **GOVERNOR’S EIGHTH EMERGENCY PROCLAMATION RELATED TO THE COVID-19 EMERGENCY** (Council Chair Lee)
- 11. **COVID-19 IMPACTS** (Council Chair Lee)

CONTACT INFORMATION	Office of Council Services 200 South High Street Wailuku, Hawaii 96793 Staff: Traci Fujita and Tammy Frias	(808) 270-7838 (phone) (800) 272-0098 (toll-free from Lanai) (800) 272-0026 (toll-free from Molokai) (808) 270-7686 (fax)
TESTIMONY	Only written testimony on any agenda item will be accepted. For information on testifying please visit www.MauiCounty.us/how-to-testify or contact the Office of Council Services. Email testimony to county.council@mauicounty.us .	

AGENDA ITEMS ARE SUBJECT TO CANCELLATION.

chr:mtg:200526a

Attachments

April 24, 2020

MEMO TO: Alice L. Lee
Council Chair

F R O M: Alison Stewart AS
Legislative Analyst

SUBJECT: **JOB DESCRIPTION FOR HSAC EXECUTIVE DIRECTOR** (PAF 20-131)

You have requested a job description for the HSAC Executive Director using as a sample a job description for the Association of Minnesota Counties and including a list of responsibilities specific to HSAC.

I now provide you with the attached job description for the HSAC Executive Director.

If you have further questions or would like to discuss this matter, please feel free to contact me at 270-7661.

paf:ans:20-131b

Attachment



We're Hiring:

EXECUTIVE DIRECTOR

GENERAL DESCRIPTION:

The Hawaii State Association of Counties (HSAC) is recruiting for the full-time position of Executive Director. HSAC is a government sector lobbying association consisting of the legislative bodies and mayors of Hawaii County, City & County of Honolulu, Kauai County and Maui County. It is the Hawaii chapter of the National Association of Counties (NACo). The HSAC Executive Committee establishes policies and objectives and gives general direction to the Executive Director who has broad discretion in selection of work methods and processes. The Executive Director is responsible for the Association's consistent achievement of its mission and financial objectives, including the management of general and annual conference budgets. The Executive Director provides ongoing status reports of significant programs and activities, including strategic planning and executing the Association's business affairs and legislative lobbying efforts for the benefit of the member counties. This position is appointed by the HSAC Executive Committee and serves as the chief administrative officer of the Association.

RESPONSIBILITIES:

- Provide direct assistance to the Committee in creating and implementing strategic plans to achieve HSAC's goals and objectives.
- Establish office policies, procedures, schedules and timelines, including protocols for Committee review, discussion and action on work products.
- Foster effective communication with Committee members and promote information-sharing practices between member counties.
- Handle bookkeeping for both General and Conference accounts.
- Compile monthly Treasurer's Report.
- Procure and administer contract for annual audit.
- Establish and maintain records for meeting minutes, audits, reports, conferences and other proceedings.
- Maintain and incorporate amendments to bylaws, as necessary.
- Assist host county with planning and promoting the annual HSAC Conference.

- Coordinate Committee member participation in NACo Conferences.
- Participate in NACo activities and committees to support federal lobbying efforts.
- Assist with HSAC legislative proposals and lobbying efforts at the State Legislature.
- Maintain the HSAC website.

EDUCATION:

This position requires a bachelor's degree in public administration, association management, or related field.

EXPERIENCE:

This position requires five years of progressively responsible professional work experience related to public or non-profit sector agency administration, including three or more years of significant supervisory responsibilities. Local government administrative experience is highly desired.

SKILLS:

Knowledge of: Principles, practices, theories and techniques of public administration, supervision, financial management; terminology, laws, rules and regulations as applied to lobbying activities; and team building and customer service concepts and techniques.

Skilled in: Setting priorities; developing long-range strategies; making critical decisions; working with various interest groups; defining, evaluating, recommending and implementing solutions to complex problems; developing, writing and administering policies, procedures, contracts and proposals; researching and interpreting, laws, policies and regulations; providing public testimony, giving presentations and facilitating meetings; and developing budgets and tracking revenues and expenditures.

Ability to: Understand and work within the vision of the HSAC Committee; communicate effectively both orally and in writing; and establish and maintain effective interpersonal relationships with representatives of member counties, other officials at all levels, members of the public and the media.

paf:ans:20-131a

1st Cte mtg week	Mon	Tues	Wed	Thurs	Fri
9:00 a.m. 1:30 p.m.	WIT AH	GET EACP	EDB (All day)	PSLU HFC	Council
2nd Cte mtg week					
9:00 a.m. 1:30 p.m.	WIT AH	GET EACP	CAR (All day)	PSLU HFC	Council Chair's mtg