

Hawai'i State Association of Counties (HSAC)

Counties of Kaua'i, Maui, Hawai'i and City & County of Honolulu

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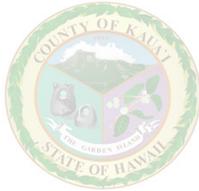


MINUTES

HSAC EXECUTIVE COMMITTEE MEETING

Monday, May 11, 2020 • 10:30 a.m.

Meeting held via Conference Call



I. CALL TO ORDER

The HSAC Executive Committee was called to order by HSAC President Joey Manahan at 10:36a.m. The following members comprising a quorum were present:

City and County of Honolulu:

President Joey Manahan
Council Member, City and County of Honolulu

County of Kaua'i:

Vice President Ross Kagawa
Council Member, County of Kaua'i

County of Hawai'i:

Secretary Ashley Kierkiewicz
Council Member, County of Hawai'i

County of Maui:

Treasurer Kelly King
Council Member, County of Maui

Others Present:

Aida Kawamura, Legislative Assistant, Office of Council Services, County of Kaua'i

Shelly Espeleta, Legislative Analyst, Office of Council Services, County of Maui

Anela Keko'olani, Administrative & Committee Analyst, Office of Joey Manahan, City and County of Honolulu

George White, Office of Council Services
City and County of Honolulu

Kamakana Watanabe, Office of Council Services
City and County of Honolulu





II. APPROVAL OF AGENDA

Vice President Kagawa moved to approve the agenda, with a second by Secretary Kierkiewicz.

Treasurer King requested that Item I be removed as the word budget was continuation of Item H. There was unanimous agreement on this revision.

The motion to approve the agenda of the May 11, 2020 meeting of the HSAC Executive Committee carried unanimously.

III. MINUTES

President Manahan deferred this matter to the next Executive Committee meeting.

IV. REPORTS

A. Treasurer's Report (Tax Return, Filing of GET, FY 2018 and 2019 Audits)

Treasurer King asked President Manahan's office and her team to provide an update. Ms. Keko`olani shared she has been trying to connect with the group doing HSAC's taxes. Ms. Espeleta said the return and audit by Carbonera are outstanding. She noted the auditor is waiting for certain documents to submit all work products, and that deadline to file tax returns was extended. She shared that this case has been passed through personnel. Ms. Keko`olani said she reached out to staff of past Treasurers, but they could not provide documentation. Treasurer King requested a conference call to get this done. President Manahan asked for clarification on what documents exactly are missing. Ms. Espeleta explained that for the audit, the March 2020 agenda provides an exhaustive list (statements, signatories, etc). President Manahan urged a call be set up to discuss in further detail later. There was a motion Secretary Kierkiewicz, second by Vice President Kagawa to file the April 2020 Treasurer's Report. The motion carried unanimously.

V. NEW BUSINESS

A. Communication transmitting Kaua'i County Resolution 2020-23, adopted April 8, 2020, appointing Ross Kagawa as HSAC representative and Mason Chock as alternate to the HSAC

B. Communication transmitting Honolulu City and County Resolution 20-101, appointing Joey



Manahan as HSAC representative and Brandon Elefante as alternate to the HSAC (pending 5/6/20 Council Meeting)

C. Communication transmitting Hawaii County Resolution 616-20/Communication 911, appointing Ashley Kierkiewicz as HSAC representative and Rebecca Villegas as alternate to the HSAC (pending 5/6/20 Council Meeting)

D. Communication transmitting Maui County Communication 20-267, appointing Kelly T. King as HSAC representative and Tamara Paltin as alternate to the HSAC (pending 5/8/20 Council Meeting)

Treasurer King motioned to approve and file the above noted reports (Items A-D), with a second by Secretary Kierkiewicz. The motion carried unanimously.

E. Kaua'i County Resolution 2020-24, adopted April 8, 2020, nominating Kipukai Kualii as a director on the National Association of Counties Board (NACo)

Both Secretary Kierkiewicz and Treasurer King stated their agreement with keeping NACo and WIR representatives the same at this point in time.

Ms. Watanabe stated each Council will receive a resolution from President Manahan's office per the Executive Committee. From there each Council will craft its respective Resolution, which will include the slate of officers, as well as representatives to NACo and WIR. Mr. White stated that basically one more Resolution encompassing all information from all counties needed to be passed by the various councils.

President Manahan said he was not sure if the annual NACo conference was happening. Treasurer King shared WIR's conference will be conducted online.

F. Nominations for Western Interstate Region Board (WIR)

The EC agreed to keep current delegates and alternates as is for the rest of the calendar year.

G. Nominations for National Association of Counties Board (NACo)

The EC agreed to keep current delegates and alternates as is for the rest of the calendar year.

G. Approval of the Fiscal Year 2020-2021 Annual Operating Budget

Treasurer King suggested removing travel and promotional items for NACo and WIR given the times. She will revise budget to reflect scaling back on travel, for vote at the next EC meeting. Mr. White noted that the budget can be further modified at the annual/general membership meeting.



H. Propose Slate of HSAC Officers for Fiscal Year 2020-2021

Vice President Kagawa advocated for keeping EC members in current offices. He said the body has discussed rotating, but hard to coordinate this transition, especially now when staff are not in the office regularly.

Treasurer King expressed she cannot support slate as is, stating she has already affirmed with her Council colleagues that Maui will not be Treasurer or Secretary, and that she would like to be Vice President. She said Maui is still helping cleaning up treasurer-related items from years ago.

Secretary Kierkiewicz concurred with Vice President Kagawa on having EC members remain on the committee and serve in current capacities through the end of the 2020, and the next Councils can decide who is on the EC and those individuals can determine what office to occupy. She mentioned doing minutes personally as there is no dedicated staff from Hawai'i County to take this on.

Vice President Kagawa said he recalled HSAC helping then-Council Member Victorino, elevating him to President, and the EC members essentially playing musical chairs. He agreed with Secretary with members serving through December.

President Manahan agreed that a transition would be difficult to navigate at this point in time. While he gives consideration to Maui's points, he believes work must carry on and his preference is for the existing body to complete the audit; he noted the financial reports have been excellent, expressing appreciation for all who helped make this happen. He felt strongly about tying up any and all loose ends before handing off to a new EC, and noted that there will likely be a lot of changes occurring at the Council level in December.

Treasurer King said she would not have approved actions to assist then-Council Member Victorino, but agreed that issues needed to be sorted out by this EC. She noted a significant amount of time has been spent trying to get through financial paperwork. President Manahan wondered about Honolulu funding some kind of help, and that possible this person could start at the beginning of next FY. Secretary Kierkiewicz welcomed the idea, thanked President Manahan for the generous offer, and noted it would ease the burden on the President, Secretary, and Treasurer positions. Vice President Kagawa said HSAC itself cannot afford an Executive Director and that budget cuts were likely in order for the body as \$25,000 was not raised by previous conference host and there was no conference this year.

Treasurer King expressed desire to include each county's position in the Resolution approving the slate of officers. Secretary Kierkiewicz cautioned the body to not speak on behalf of future ECs. Vice President Kagawa said the group can agree to disagree, noting not everyone will want to be treasurer. Treasurer King said she wanted to elevate the concept of rotation among Counties into HSAC bylaws.



Mr. White noted that slate of officers, WIR and NACo representatives, and HSAC operating budget could be merged into one Resolution for Councils to vote on. He also shared that while the slate of names cannot change, the seats members serve in may be changed at the annual/general membership meeting.

VI. ANNOUNCEMENTS

A. Scheduling the next meeting

The Executive Committee will meet virtually on Monday, June 1, 2020 at 10:30a.m. to further discuss the HSAC slate of officers.

B. Other Announcements

Secretary Kierkiewicz asked all members to mark their calendars for Thursday, June 25, 2020 at 9:00a.m. for the annual/general membership meeting. Treasurer King stated that she hoped that the virtual convening was not in place of hosting an actual/physical conference. Secretary Kierkiewicz shared Hawai'i County was very excited host the 2020 annual conference, and would be more than happy to be plan and host the next conference, planned for when it is safe for everyone to travel and get together.

V. ADJOURNMENT

Secretary Kierkiewicz motioned to adjourn the meeting, with a second by Treasurer King. The motion carried unanimously. President Manahan adjourned the meeting at 12:03p.m.

A handwritten signature in black ink, appearing to read "AK", is written above a horizontal line.

Council Member Ashley L. Kierkiewicz
Secretary, Hawai'i State Association of Counties