

# OFFICE OF MANAGEMENT

## ROLES AND DUTIES

The Office of Management provides direction, leadership and operational supervision for the County departments, agencies, boards and commissions, and works together with the County Council to develop and implement policies and programs.

The powers, duties and functions are authorized and described under Articles V and VI of the County Charter.

The Mayor, assisted by the managing director, must ensure the enforcement of all provisions of the County Charter, the ordinances of the County and all applicable laws.

A major responsibility is the development and submittal of an operating budget, operating programs, capital improvement programs and pay plans to the County Council in a timely manner as mandated by the County Charter.

It is also the responsibility of the Office of Management to establish and supervise boards, commissions and advisory commissions.

The Mayor, assisted by the managing director, reviews and ensures the execution of County contracts and other signed instruments.

As the chief executive officer, the Mayor is the primary representative of the County and/or its Executive Branch. The Office of Management communicates County programs and policy to the public and various levels and branches of government.

The **Clerical Services Center** provides secretarial, clerical and administrative assistance to the Office of the Mayor and other County agencies, as well as the Mayor's Advisory Boards and Commissions. The Center assists the public with information about government and other community services, receives and refers complaints, and issues disabled parking placards.

The Clerical Services Center issued 2,722 disabled parking permits in fiscal 2000-2001. The center received 135 complaints and resolved 51 during fiscal 2001-2001.

**County physicians** advise on medical matters, render medical opinions and conduct physical examinations as requested by the Mayor's Office and other agencies of the County.

The **Immigration Information Specialist** serves as a liaison on immigration matters of broad community concern, as well as individual problems of immigrants. The immigration information specialist provides assistance to any assigned clients through the Multi-Purpose Center and the Hawai'i County Services Center in Kailua-Kona.

## **BUDGET**

The Office of Management's operating budget for Fiscal Year 2000-2001 was \$1,120,360. This included funding for the Clerical Services Center, the County Physicians, Committee on People with Disabilities, Committee on Children and Youth, Committee on the Status of Women and the Family Violence Advisory Commission.

## **COMMITTEE ON PEOPLE WITH DISABILITIES**

The Mayor's Committee on People with Disabilities is a volunteer committee appointed by the Mayor to advise him/her on all matters related to people with disabilities. The committee's primary function is to review and make recommendations, and provide guidelines to improve the quality of life for people with disabilities in the County of Hawai'i.

## **OBJECTIVES**

Improve accessibility of County facilities and programs for people with disabilities and to recommend priority modifications by end of fiscal year 2000-2001.

**Provide accessible information to all people with disabilities.**

Establish a Volunteer Accessible Parking Violations Program throughout the County by fiscal year 2001-2002.

## **HIGHLIGHTS**

The committee provides disability education to children in elementary schools by sponsoring "Kids on the Block" puppet performances both in East and West Hawai'i.

The committee had the County ordinance changed to create the development of a "Volunteer Accessible Parking Violations Enforcement" team throughout our County.

The committee has distributed 4,000 copies of the Transportation Handbook that it developed for local residents and businesses in the travel industry.

The committee recognizes individuals and businesses in the community for their outstanding work involving people with disabilities and improving access and community inclusion on an ongoing basis.

The committee recommended that the County Council meetings aired on television be captioned in "Real Time." However, due to the cost of "Real Time Captioning," the meetings are televised after the captioning has been added.

The committee, along with UH-Hilo and CIL-East Hawai'i, co-sponsored a presentation to promote awareness and a clear understanding of the Americans with Disabilities Act. It was held at the UH-Hilo campus and was opened to the public.

The committee works with County Parks & Recreation in an effort to create access to children with disabilities in the Summer Fun Program.

The committee supports and collaborates with local disability advocacy groups in its effort to improve accessibility and inclusion to people with disabilities in our community.

## Program Measures

	<b>FY 2000-01 Actual</b>	<b>FY 2001-02 Budget</b>	<b>FY 2002-03 Estimate</b>
<b>Number of Meetings Held</b>	5	11	11

## Program Expenditures

	<b>FY 2000-01 Actual</b>	<b>FY 2001-02 Budget</b>	<b>FY 2002-03 Request</b>
Operations	6,819.39	10,107	10,107
Program Total	6,819.39	10,107	10,107

## COMMITTEE ON CHILDREN AND YOUTH

The Mayor's Committee on Children and Youth advises the Mayor on issues affecting the welfare and development of Hawai'i County's young citizens. The committee is comprised of appointed volunteers who work with youth of all ages, represents the public and private sectors and live in different communities on the Big Island.

### OBJECTIVES

Continue to ensure committee representation on an island-wide basis, selected from individuals working with children from birth to age 21.

Continue to recognize and promote effective programs, existing or new, for children, youth and families.

Continue to increase community awareness of the needs for services and programs for children and youth.

Strongly recommend that the County administration re-evaluate funding an Office of Children and Youth within the next fiscal year to continue and further the work that has been started by the coordinator and the committees.

### HIGHLIGHTS

The committee supervised the Hawai'i County Child Care Coordinator position. This position was created through a grant from the state and linked the County of Hawai'i to the Good Beginnings Alliance and the State's Master Plan for Early Childhood Education. The role of the coordinator included the convening of a community council to implement a five-year County plan. The council included early childhood professionals and stakeholders, and the plan was completed in May of 1997. The coordinator position received a fourth year of funding, but funding was terminated at the end of June 2000.

The Teen Voices subcommittee met to address the needs of our teen population including issues such as transportation, vocational training, after-school activities, and other topics generated by the subcommittee members themselves. Members included youth and adults

from Hilo, Waimea and Kona. The goal of this group was to create a five-year County plan for teens and to interface with other teen initiatives on the Big Island.

The third subcommittee was the Big Island America's Promise program. The goals of America's Promise dovetail with the MCCY's goals of helping our youngsters become productive, healthy, contributing citizens with an emphasis on community service.

### Program Measures

	<b>FY 2000-01 Actual</b>	<b>FY 2001-02 Budget</b>	<b>FY 2002-03 Estimate</b>
<b>Number of Meetings Held</b>	3	9	0
<b>Big Island Good Beginnings Alliance Community Council</b>	3	4	0
<b>Teen Voices Subcommittee</b>	0	6	0
<b>Conference Committee</b>	1	0	0

### Program Expenditures

	<b>FY 2000-01 Actual</b>	<b>FY 2001-02 Budget</b>	<b>FY 2002-03 Request</b>
Operations	6,777.06	7,812	7,812
Program Total	6,777.06	7,812	7,812

## COMMITTEE ON THE STATUS OF WOMEN

The Committee on the Status of Women provides the women of Hawai'i County with a supportive network and a community voice with which to advance the status of women.

### OBJECTIVES

Issue a newsletter that focuses on Big Island women's organizations, activities and issues in a calendar year.

Continue the efforts of the Big Island Women's Coalition in conjunction with the State Women's Coalition, to promote women's interests and participation in the exercise of their political rights and responsibilities.

Plan and implement at least one activity that facilitates the cooperation of agencies and individuals in their attempt to elevate the health, wealth and well-being of women and children in Hawai'i County, focusing on the month of September.

Sponsor an essay contest to educate the public of women's roles in the community and their historical contributions. The event celebrates Women's History Month in March of each year.

Conduct or participate in a workshop that disseminates current information regarding the issue of attaining economic independence for women through "comparable worth", such as pay equity.

Send at least one representative to state and/or national conferences to maintain committee members' awareness of current programs, legislation, and issues that affect the status of women and share the information with the other committee members.

Hold at least one committee meeting in the North Kohala and one committee meeting in the West Hawaii districts to acquaint committee members with the concerns of women from that area.

Research, coordinate, complete and disseminate to the public the First Female Booklet that recognizes the outstanding women in the County of Hawaii who were first in their line of work or field of interest.

Continue to update and print the Urgent Services Directory for Families.

## HIGHLIGHTS

Continued to actively participate in the legislative process. Of the bills that were included and supported by the Women's Coalition and the Women's Legislative Caucus during the 2001 legislative session, 39 bills passed that directly affected women and children in Hawai'i.

Recognized the achievements of women through the promotion of a countywide essay contest highlighting the ability of our children to focus upon the important women in their lives.

Spearheaded the annual Women's Health Month activities, providing education about current issues pertaining to the well-being of individuals and family units.

Annually research and publish an Urgent Services Directory for Families highlighting needs access for Hawai'i County citizens.

Published the First Female Booklet, recognizing outstanding women in the County of Hawaii.

## Program Measures

	<b>FY 2000-01 Actual</b>	<b>FY 2001-02 Budget</b>	<b>FY 2002-03 Estimate</b>
<b>Number of Meetings Held</b>	9	11	6
<b>Conferences Held</b>	1	1	0
<b>Workshops Held</b>	1	1	0

## Program Expenditures

	<b>FY 2000-01 Actual</b>	<b>FY 2001-02 Budget</b>	<b>FY 2002-03 Request</b>
Operations	6,297.71	13,790	13,790
Program Total	6,297.71	13,790	13,790