

COUNTY COUNCIL
Bill "Kaipo" Asing, Chair
Mel Rapozo, Vice Chair
Tim Bynum
Jay Furfaro
Shaylene Iseri-Carvalho
Ronald Kouchi
JoAnn A. Yukimura



OFFICE OF THE COUNTY CLERK

Peter A. Nakamura, County Clerk
Ernesto G. Pasion, Deputy County Clerk

Telephone (808) 241-6371
Fax (808) 241-6349
Email cokcouncil@kauai.gov

Council Services Division
4396 Rice Street, Room 206
Lihu'e, Kaua'i, Hawai'i 96766-1371


RECEIVED

'08 MAR 10 P4:03

MEMORANDUM

March 6, 2008

OFFICE OF THE COUNTY CLERK

To: Bill "Kaipo" Asing, Council Chair
From: Tim Bynum, Councilmember 
Re: Follow-up to Requests from Meeting of March 3, 2008

This memo is meant as a follow-up to our meeting held on Monday, March 3, 2008 regarding office procedures.

1. I requested that email sent to cokcouncil@kauai.gov be forwarded to me via email. I do not need or desire a printed copy on paper. This is email sent to an address intended for all councilmembers. Electronic transmission allows one to store, sort and organize content into folders. More importantly, it allows quick response to the public by using the reply or reply to all functions inherent in email programs. It also allows one to access and respond to communication securely over the Internet, thus, increasing the timeliness and responsiveness to the public when councilmembers are away from the office or on a trip. It eliminates the need for staff time to review, make hard copies and distribute. Finally, it significantly reduces the use of office paper which saves county funds and is environmentally responsible.
2. I am requesting that electronic files (PDF) of council and committee meeting minutes be made accessible to councilmembers. These files can be easily stored in folders allowing councilmembers access from their computers. Having electronic copies will allow members to work more efficiently by being able to access the information readily from their computers without staff assistance. Electronic documents can be searched to quickly find needed content. Excerpts can be copied to avoid retyping, etc. In current practice, we receive paper memos in our inbox informing us that minutes are ready to review prior to approval at the next scheduled meeting. Why would this notice not be sent in an email with the draft minutes attached for review? This is standard business practice that increases efficiency, saves time and resources, and is environmentally sound.
3. I continue to be concerned about what should be routine distribution of documents intended for all councilmembers. I feel it should be standard procedure for councilmembers to be copied communication that is sent on behalf of the council or committees at the time of transmission, and that responses are

time stamped in and copied to councilmembers upon receipt. I prefer distribution be via email although physical distribution to councilmembers boxes is an option. Our adopted Council rules state, "It shall be the duty of the County Clerk or an authorized representative, in addition to those duties prescribed by law: (3) To forward at once to the proper parties all communications and other matters, either directly or through committee, as the case may be." I am specifically asking that all communication sent or received on behalf of the council or committees be routinely distributed to all councilmembers immediately upon transmission or receipt.

4. Thank you for your willingness to post approved council and committee minutes on the county's web page to allow public access.

Thank you for your consideration of my requests. Please feel free to see me if you may have any questions regarding this memorandum.

LP/wa2008-857

cc: Councilmembers

Peter A. Nakamura, County Clerk

Ernesto G. Pasion, Deputy County Clerk

Ricky Watanabe, Council Services Administrator