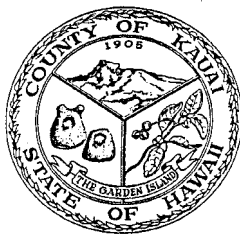


**COUNTY COUNCIL**

Bil "Kaipo" Asing, Chair  
Jay Furfaro, Vice Chair  
Tim Bynum  
Dickie Chang  
Daryl W. Kaneshiro  
Lani T. Kawahara  
Derek S. K. Kawakami



**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](mailto:cokcouncil@kauai.gov)

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

**MEMORANDUM**

March 19, 2009

To: Councilmember Tim Bynum

From: Councilmember Lani Kawahara 

Subject: E-Council Initiative

I would like to advance the County Council's use of the internet to support efficient operations, provide more timely responses to constituents, and educate/inform more citizens about issues that affect their every day lives.

Information technology provides necessary alternative methods of service that supplement traditional information services and dramatically increases the availability of information to more of our constituents.

We are fortunate that we have an excellent IT division which has already set up a County framework that allows us to easily post all the information listed in this initiative. I have worked closely with Eric Knutzen in the IT department in drafting the goals for the e-Council initiative. Cost factors, if any, are minimal. A plan to digitize the County Charter and County Code is already being addressed in the IT department. Harnessing the technology that is already in place is a win-win for our community and the Council.

The benefits of increasing our presence on the internet and providing electronic files of Council/public documents are compelling.

**Operational Efficiency:**

- Increases efficiency by streamlining office processes and significantly reducing clerical burden on staff
  - Minutes of committee and council meetings and other documents should be stored in shared folders accessible from our county council computer accounts. Council members are responsible for approving minutes which may need to be reviewed.

Current practice requires assistance from staff and hard copying of pertinent information.

- Electronic copies allow more than one member at a time to access the same information.
  - Enables members to work more efficiently by being able to access the information readily on their computers from home or County office.
  - Council staff will always have their hard copy and won't have to chase down a hardcopy or make another copy.
  - Electronic documents can be searched to quickly find needed content.
  - Excerpts can be copied to avoid retyping.
- Reduces use of county resources and promotes more environmentally friendly practices
    - Reduces paper consumption
    - Reduces fuel consumption when Council Members can access info from home or other locations
    - Saves staff time, allowing them more time to focus on non-clerical duties
- Improves internal communications
    - Allows Council members to access and respond to communications securely over the internet from home and other locations.
    - Electronic transmission is immediate and allows members to store, sort and organize content into folders.
    - Provides consistent distribution of information to all members
    - All incoming communication intended for the entire council will be readily accessible.
- Provides prompt and improved public service by being responsive
    - Electronic transmission allows Council members to respond quickly to the public by using the reply or reply to all functions inherent in email programs. Currently, Council members are oftentimes provided with hardcopies that have no return email address.
    - Current practice of providing hard copies of emails that are 2 days old or more defeat our mandate to respond to correspondence in a timely manner
    - Electronic files can be accessed from home or elsewhere.

## Operational Efficiency: Recommendations

1. Provide the following documents in electronic format.

### Documents to be made Electronically Available to Councilmembers

Council / Committee / Special Meeting Agendas	✓
Minutes of County Council / Committee Meetings	
Correspondence addressed to all Council Members	

Currently Available= ✓


2. To lessen the confusion for the public, Kauai County Council's presence on the internet should be prominent and established as a stand-alone page or link. This will increase efficiency and lessen misdirected e-mail that gets sent to the County Clerk. This will free the County Clerk from having to forward those e-mails to the appropriate Councilmember. Confidentiality of e-mails to Councilmembers also remains intact.
3. The Office of the County Clerk / Council Services should also establish a stand- alone page. All other Hawaii counties' webpages provide distinct and separate headings/links for their Council and County Clerk offices. Establish a "County Clerk" e-mail address.
4. Eliminate COK e-mail address. This address is too broad. We must provide multiple, specific addresses to help direct the stream of incoming information to the correct party.
5. Establish "County Council Testimony" e-mail address and button. In addition, provide an online template for constituents to use. This will allow concerned constituents the choice of traditional e-mails of testimony or an easy, standardized form to just fill out. The State Senate has a good example.
6. Establish "All County Councilmembers" e-mail address and button. This allows for the user to send information to all councilmembers versus sending same information to seven different addresses.

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## Website / Public Access Recommendations

Council information becomes available 24/7 for the public.

1. The County Council should be disclosing this basic information on its website:

County Council meeting/special meeting agendas	
County Council minutes of meetings	
County Council group photo	
Individual Names and Pictures of Councilmembers	(partial, no pictures)
County Councilmembers' direct phone numbers	
County Councilmembers' direct e-mail addresses	
Terms of office and date of next election	
Councilmember committee appointments	
Committee e-mail addresses (need to establish)	
Provide a listing of scheduled Council and Committee meetings to air on Government Access Television	
Kauai County Charter (entire charter, along with Ordinances awaiting codification)	
County Council Policy Resolutions	
Ordinances, Bills, Resolutions	



County of Kaua'i

**County Council  
E-Council:  
Electronic Access to  
Information**

Documentation  
Number: CC 0001

Date Last Revised:  
03/19/09

**I. SCOPE / PURPOSE:** E-Government is the use of information technology to support government operations, engage citizens and provide government services. It is the intent of this policy to describe which County Council documents will be created and stored in electronic format and how the Kaua'i County Council will make that information available to the public, council members and Council Services. The goal of this policy is to protect the people's right to know, contribute to operational efficiency and help facilitate citizen participation in the public decision-making process by making Council information easy to access online.

The scope of this policy applies to electronic and web-based access to basic council information, including all county council related records required by law to be public.

In addition, the policy applies to the County Council's webpage and e-mail address structures.

**II. RESPONSIBILITY:** Council Services is responsible for following the policy regarding electronic access to County Council information.

**III. DEFINITIONS:**

"Information" = an item or collection of data retained by the County of Kaua'i. This includes paper or electronic media containing information pertaining to public information, policy decision-making, etc.

**IV. PROCEDURE:**

**A. Shared Folders**

1. For Council and Council Services (Intranet)
  - i. Minutes pending approval
  - ii. Approved minutes
  - iii. Correspondence addressed to all Council members
2. For Public Documents (Internet)
  - i. Council and Committee Meeting agendas, approved minutes, reports
  - ii. Council Resolutions, Bills and Ordinances
  - iii. Kaua'i County Charter; Kaua'i County Code

**B. County Council Website and Webpage (Internet)**

1. Current Councilmember Information: photos, contact information, committee assignments
2. Public Documents from shared folder above

**C. E-mail Structure**

1. "COK" to be retired. For three months an auto respond will inform users of new email structure (detailed below)
2. E-mail addresses are to be established for the following
  - i. "Testimony" (forwarded to all council members and county clerk)
  - ii. "All Council members" (forwarded to all council members)
  - iii. "County Clerk"
  - iv. Individual Council members