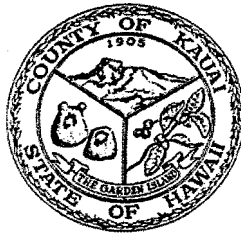


Bryan J. Baptiste
Mayor



Gary K. Heu
Administrative Assistant

Office of Boards and Commissions

MEMORANDUM

RECEIVED

TO: The Honorable Tim Bynum, Councilmember
cc: The Honorable William "Kaipo" Asing, Chairman

FROM: Bryan J. Baptiste, Mayor *BJB*

VIA: John Isobe, Administrator *JIs*

DATE: November 1, 2007

RE: Boards and Commission Informational Web Posting

*07 NOV -2 P3:13

OFFICE OF
THE COUNTY CLERK
COUNTY OF KAUAI

Pursuant to our previous discussions, I am transmitting an up-date on our efforts to comply with your request that agendas, minutes and rules for the various Boards and Commissions be posted on the County's website.

We have proactively taken steps to facilitate your desired outcome as summarized below:

Current informational content.

Based on an informal assessment that was conducted involving personnel assigned to service the various Boards and Commission, it was determined that all of the meeting agendas are available for public review and can be converted into the proper format for posting on the County's website. Except for the newly established County Fire Commission that is currently in the rule making process, all of the rules for Boards and Commission are complete and can be formatted for posting.

However, there are many variables that impact the timely transcription of meeting minutes which is not elaborated upon in this write-up. For the purposes of this report, it is sufficient to note that the majority of the minutes starting from January 1, 2006 to present are completed and ready for web conversion. However, the work in this area is not 100% current and complete. Please be assured that the responsible departments and/or divisions have agreed to work diligently in rectifying this situation in a timely manner. See *Overall Summary Status* attached hereto as Exhibit A.

Web development and refinement.

During our review, it was also determined that not all of the Boards and Commissions had web pages on which they could post the information that was being requested. As a result, discussions were also conducted with representatives from the IT Division and steps have been taken to develop and/or refine the website. All Boards and Commissions now have the web capability to post the required information on the web. A web link on the County's system has been created to simplify access to the Board of Water Supply information.

Implementation.

The IT division is now in the process of working with the appropriate clerical personnel from each of the respective departments and/or divisions that service Boards and Commissions to support their efforts in the posting of information on to the County's website.

The clerical personnel servicing the various Boards and Commissions should be complete with the posting of any agendas, rules and minutes *that have been transcribed from January 1, 2006 to present* by the week of December 3, 2007 (*emphasis added*).

Thereafter, each of the respective departments and/or divisions will be responsible for continuing to systematically post pertinent agenda, rules and minutes on the County website.

Conclusion.

It is our understanding that you may be seeking to introduce legislation requiring that all agendas, rules and minutes of open meeting proceedings be posted on the County website. In light of your efforts, we are attempting to proactively facilitate your desired outcome without the need for legislation.

However should you still desire to take a legislative course of action, we will do our utmost to comply with the requirements of your proposed bill but also request the understanding and continued support of the Council in ensuring that all the departments and/or divisions servicing Boards and Commissions are provided with adequate funding, staffing and/or equipment to efficiently and effectively fulfill their responsibilities under the current and proposed laws.

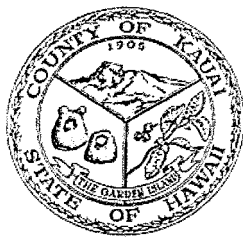
Feel free to contact me if you would like to discuss this matter further or if you have any questions.

Thank you.

OVERALL SUMMARY STATUS
(JANUARY 2006 TO PRESENT) 11-1-07

Boards & Commissions	Agenda	Minutes	Rules
Board of Ethics	Complete	Complete	Complete (Update in progress)
Board of Water Supply	Complete	Complete	Complete
Building Board of Appeals	Complete	Complete	Complete
Charter Review Commission	Complete	Complete	Complete
Civil Service Commission/Merit Appeals Board	Complete	Complete	Complete
Committee on the Status of Women	Complete	Complete except for 12/06 & 9/07	Complete
Cost Control Commission	Complete	Complete	Complete
County Board of Review	Complete	None - Transcription in progress (Secretary vacancy filled 11/1/07)	Complete
Fire Commission	Complete	Complete	Rule making in progress (Public Hearing 11/5/07)
Historic Preservation Review Commission	Complete	Complete	None (Utilizing Planning Commission rules)
Liquor Control Commission	Complete	Complete 8/07 only - Transcription in progress	Complete
Planning Commission	Complete	Complete from 7/06 - present	Complete
Police Commission	Complete	Complete	Complete
Public Access, Open Space & Natural Resources Preservation Fund Commission	Complete	Complete from 5/06 - present	Complete
Salary Commission	Complete	Complete	Complete
Subdivision Committee	Complete	None - Transcription in progress	Complete

Bryan J. Baptiste
Mayor



Gary K. Heu
Administrative Assistant

Office of Boards and Commissions


RECEIVED


'08 JUN 10 A10 :18

MEMORANDUM

OFFICE OF
THE COUNTY CLERK
COUNTY OF KAUAI

TO: The Honorable Tim Bynum, Councilmember
cc: The Honorable William "Kaipo" Asing, Chairman

VIA: Bryan J. Baptiste, Mayor 

FROM: John Isobe, Administrator 

DATE: June 6, 2008

RE: Boards and Commissions Informational Web Posting Up-Date

Pursuant to our discussions, I am transmitting an up-date on our efforts to comply with your initiative for posting the agendas, minutes and rules of the various Boards and Commissions on the County's website.

Previous Report Findings.

In our November 2007 report we provided a summary of the informational content that was complete and ready for web posting as follows:

1. All of the meeting agendas were available and ready to be converted into the proper format for posting on the County's website.
2. Except for the newly established County Fire Commission that was in rule making process, the rules for most Boards and Commission were complete and could be formatted for posting.
3. It was noted that the majority of the minutes starting from January 1, 2006 to present were complete and ready for web conversion. However, the work in this area was still not a 100% current and complete.

4. It was further reported that the IT division was in the process of working with the appropriate clerical personnel from each of the respective departments and/or divisions that service Boards and Commissions to support their efforts in the posting of information on the County's website.

As a result, we anticipated that the posting of all agendas, rules and minutes *that were completed from January 1, 2006 to present* would be posted on the County website by December 2007.

Current Status.

Based in the attached Web Posting Up-Date Summary (Exhibit A), it is clear that we have made excellent progress in posting informational materials on the County's website. However, there are still a few areas that need additional attention and effort as clarified below:

1. County Arborist Committee oversight for the Committee was recently added as an administrative responsibility of the Office of Boards and Commissions. We are in the process of organizing their past files and have begun posting their current agendas and minutes on the web.
2. Building Board of Appeals clerical staff is currently working with the IT division to complete the installation and training of the Adobe software required for creating PDF documents and will begin posting their information immediately thereafter.
3. County Board of Review the new secretary is transcribing the past meeting minutes (January 06 – September 07) and will be posting this information as it is completed.
4. Liquor Commission transcription of past meeting minutes (January 06 – July 07) is on-going and will be posted as it is completed.
5. Planning (Historic Preservation, Public Access & Subdivision) has several commissions under their purview that follow the rules of the Planning Commission. Although the Planning Commission's rules are current, it has been determined that it would be best to delay posting until the rules can be properly codified for ease of use.

Although the transcription of the Subdivision Committee minutes is not progressing as anticipated, the transcription/posting of meeting minutes from the other commissions affiliated with the Planning Department will soon be completed.

As you are aware, there are many variables that impact the timely transcription of meeting minutes. However, please be assured that the respective departments and/or divisions are working diligently and proactively to rectify all of the deficiencies noted above and have fully accepted the responsibility for systematically posting their respective rules and open meeting agendas and minutes on the County website.

Conclusion.

We remain hopeful that this up-date clearly demonstrates our on-going desire to support your ideals of providing improved public access for all open meeting proceedings of the County Boards and Commissions and thereby mitigate the need for additional legislation.

We appreciate your continued understanding and support in ensuring that all the departments and/or divisions servicing Boards and Commissions are provided with adequate funding, staffing and/or equipment to efficiently and effectively fulfill their responsibilities in this area.

Feel free to contact me if you would like to discuss this matter further or if you have any questions.

Thank you.

Cc: Gary Heu, Administrative Assistant
Board and Commission Staff Members

Boards & Commissions	Agendas (01/06 – Present)	Minutes (01/06 – Present)	Rules
Arborist Committee <u>NOTE:</u> Committee did not meet in '06 and '07; commenced in 2/08.	Posted	Posted	Not Posted <u>Note:</u> No rules to date.
Board of Ethics	Posted	Posted	Posted
Board of Water Supply	Posted	Posted	Posted
Building Board of Appeals	In Process	In Process	In Process
Charter Review Commission	Posted	Posted	Posted
Civil Service Commission/Merit Appeals Board	Posted	Posted	Posted
Committee on the Status of Women	Posted	Posted	Not Posted <u>Note:</u> Adoption of New Rules in process.
Cost Control Commission <u>Note:</u> Commission did not meet in '06; commenced in 10/07.	Posted	Posted	Posted
County Board of Review (Real Property Tax)	Posted	Posted (10/07-01/08) <u>Note:</u> 01/06 - 09/07 transcription in progress.	Posted
Fire Commission <u>Note:</u> Commission did not meet in '06; commenced in 5/07.	Posted	Posted	Posted
Historic Preservation Review Commission	Posted	Posted	Not Posted <u>Note:</u> Utilizing Planning Commission's Rules.
Liquor Control Commission	Posted	Posted (08/07 - present) <u>Note:</u> 01/06 - 07/07 transcription in progress.	Posted
Planning Commission	Posted	Posted	Not Posted <u>Note:</u> Rules must be codified prior to posting.
Planning Subdivision Committee	Posted	Not Posted (Unfinished) <u>Note:</u> Transcription in progress.	Not Posted <u>Note:</u> Utilizing Planning Commission's Rules.
Police Commission	Posted	Posted	Posted

EXHIBIT A

WEB POSTING SUMMARY UP-DATE

Public Access, Open Space & Natural Resources	Posted	Posted (06/06 - present)	Not Posted
Preservation Fund Commission		<u>Note:</u> 01/06 - 05/06 transcription in progress.	<u>Note:</u> Utilizing Planning Commission Rules.
Salary Commission	Posted	Posted	Posted

Note: Commission did not meet in '06.

WEB POSTING SUMMARY UP-DATE - 5/09

Boards & Commissions	Agendas (01/06 - 02/09)	Minutes (01/06 - 02/09)	Rules
Arborist Committee <u>NOTE:</u> Commenced in 2/08. Commission meets on an as need basis.	Posted	Current	In Process
Board of Ethics	Posted	Current	Posted
Board of Water Supply	Posted	Current	Posted
Building Board of Appeals <u>NOTE:</u> Commission meets on an as need basis.	Posted	Current	Posted
Charter Review Commission	Posted	Current	Posted
Civil Service Commission/Merit Appeals Board	Posted	Current	Posted
Committee on the Status of Women	Posted	Current	Posted
Cost Control Commission <u>Note:</u> Commenced in 10/07.	Posted	Current	Posted
County Board of Review (Real Property Tax)	Posted	Posted (10/07-Current) <u>Note:</u> 01/06 - 09/07 transcription in progress.	Posted
Fire Commission <u>Note:</u> Commenced in 2007.	Posted	Current	Posted
Historic Preservation Review Commission	Posted	Current	Utilizing Planning Commission's Rules
Liquor Control Commission	Posted	Posted (08/07 - 09/08) <u>Note:</u> 01/06 - 07/07 and 10/08 - 2/09 transcription in progress.	Posted
Planning Commission	Posted	Current	Rules must be codified prior to posting
Planning Subdivision Committee	Posted	None <u>Note:</u> Transcription will begin from 01/01/09.	Utilizing Planning Commission's Rules
Police Commission	Posted	Current	Posted
Public Access, Open Space & Natural Resources Preservation Fund Commission	Posted	Posted (06/06 - present) <u>Note:</u> 01/06 - 04/06 transcription in progress.	Utilizing Planning Commission's Rules

WEB POSTING SUMMARY UP-DATE

Salary Commission <u>Note:</u> Commenced in 2007. Committee meets on an as need basis.	Posted	Current	Posted
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