

August 1, 2019
Agenda Item. IV.A
MEMORANDUM

To: KIRC Commissioners
From: Michael Nahoopii, Executive Director
Subject: Approve the use of Trust Funds, and Authorize the Executive Director to Appoint and Fill the Deputy Director Position for Period Not to Exceed Six-Months

RECOMMENDED MOTION

1. Approve the use of Trust Funds to fund the Deputy Director, Position Number 117388, in the amount of \$75,000.
2. Authorize the Executive Director to appoint Ms. Ka'ōnohi Lee as the Deputy Director and fill the position for a period not to exceed six months.

BACKGROUND & SUMMARY.

The function of the Administrative Officer is a key position within the KIRC staff. The AO manages the administrative support functions of the office including but not limited to all fiscal and budgetary oversight, internal controls, and asset and personnel management. The broad scope of administrative responsibilities required of this position makes the recruiting, selection, and filling for this position very complicated and will require an extended transition period.

With the anticipated retirement of the current Administrative Officer, at around the end of this calendar year, training and preparing a replacement to fully take over the duties of the position will take at least four to six months. It is my intention to appoint the current Administrative Officer to the Deputy Director position for a period of six months in order to vacate the Administrative Officer position to allow for the recruitment, training and transition to a suitable replacement prior to her retirement. This process will minimize any disruption to KIRC operations and administrative functions.

OTHER CONSIDERATIONS:

The Deputy Director assists the Executive Director in administrative management; program planning and development; and fund development support. The current Administrative Officer is fully qualified to assume these duties as needed and provide direct familiarization and turn over to a newly hired Administrative Officer.

Attached is the current position description for the Deputy Director.

The proposed plan is to submit a "request to fill" to DLNR personnel for the Deputy Director position. Following the approval of this motion and upon completion of the necessary personnel and fiscal actions to fund the Deputy Director position, the current Administrative Officer, Ms. Lee, will be appointed as the Deputy Director starting September 1, 2019.

Concurrently, we intend to make an announcement and immediately begin recruitment to fill the anticipated vacant Administrative Officer position with the goal of selecting and filling the vacancy by October 1, 2019. We then anticipate a four-month transition after which time the Deputy Director will retire.

Approximately \$75,000 in trust funds will be used to execute this plan. The following is a breakdown of the funds to be used:

Base Salary for 6-Months	\$40,000
Estimated Fringe Benefits	\$24,000
Estimated Vacation Payout	\$11,000
Total	<u>\$75,000</u>

LEGAL AUTHORITY:

HRS 6K-9. 5 Kaho`olawe Rehabilitation Trust Fund

(b) The commission may use moneys in the trust fund to carry out the purposes of this chapter, including hiring employees....