

## 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.

In October 2001, the Office of Management began broadcasting "What's Up in the County?", a weekly TV program offering updates on developments in County government. The program airs Tuesdays and Thursdays at 8:00 p.m. on public access Channel 52.

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 1,928 long-term and 518 temporary disabled parking permits in fiscal 2001-2002.

**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** assists in the County of Hawai'i and serves as liaison on immigration matters of broad community concern, as well as individual problems of immigrants.

The immigration information office had an average of 10-15 visits per day, or about 200 per month. Over a 12-month period, the Immigration Information Specialist posted about 2,400 visits. The office had about 3,000 telephone inquiries during the 12-month period, or approximately 20-25 calls per day.

The immigration information specialist's office relocated to the new County facility at Aupuni Center in mid-2002.

## **BUDGET**

The Office of Management's operating budget for Fiscal Year 2001-2002 was \$1,031,606. This included funding for the Clerical Services Center, the County Physicians, the Immigration Information Specialist, Committee on People with Disabilities and Committee on the Status of Women.

## **COMMITTEE ON PEOPLE WITH DISABILITIES**

### **Program Description**

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.

### **Program Highlights**

1. Assisted County Police Department in implementing training for Volunteer Accessible Parking Violations Program.
2. Clarified many issues concerning Transition Plan.
3. Supported person with a disability to create an exception to traffic law so that he can access public highway in golf cart.
4. Held equal number of meetings in Hilo, Waimea and Kona.
5. Communicated all public concerns brought to the committee by people with disabilities to the Mayor via ADA Coordinator.

## **COMMITTEE ON THE STATUS OF WOMEN**

### **Program Description**

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

### **Program Highlights**

1. Continued to actively participate in the legislative process through bill education and testimony. During the 2002 legislative session, 31 bills passed that directly affected women and children in Hawai'i.
2. 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.
3. Coordinated with other organizations to plan events islandwide in the month of September in celebration of Women's Health Month. Activities included education about current issues pertaining to the total well being of individuals and family units.
4. Annually researched and published an Urgent Services Directory for Families highlighting needs access for Hawai'i County citizens.