

EXECUTIVE DEPARTMENTS

Each executive department is under the supervision of the Governor and headed by a single executive, board, or commission. Generally, the Governor nominates and appoints department heads with the advice and consent of the Senate. Department heads serve for terms that expire at the end of the term of the Governor who appointed them. Terms of service for boards or commissions that head principal departments are as provided by section 26-34, HRS. The specific details of each executive department, its chief executive, functions, and structure are described in this section.

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

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The Department of Accounting and General Services (DAGS), established under section 26-6, HRS, is responsible for the State's centralized accounting and auditing system. The Department also provides statewide risk management services along with centralized computer information management and processing services to state agencies.

DAGS is responsible for records management and the maintenance of central records storage and assists departments and agencies with the preservation and disposal of all records of the State, except the records of the Judiciary. The Department maintains and operates various state buildings and public school facilities (neighbor islands only), maintains the state government's central mail and messenger service, maintains the State's data center and intranet and microwave radio systems, controls parking at state buildings, maintains the state motor pool, and has the function of the state surveyor. The Department also directs the planning, design, engineering, and construction of public works projects, and administers centralized office leasing services.

The Department is headed by the Comptroller, who is responsible for the planning, direction, and coordination of the activities of the Department and administers the internal affairs of the Department.

Accounting Division

The Accounting Division maintains the official financial records of the State. It is responsible for the State's accounting and payroll systems, verifies the legality of all expenditures, and controls the payments of approved expenditures. The Division prepares financial reports on the State's financial transactions and maintains control accounts of all Departments' funds.

The records of the Division are used for audit, research, and reference purposes. The reports of the Division are issued as required by law to help departments and agencies in controlling and reconciling their legislative appropriations.

Archives Division

The Hawaii State Archives was established in 1905 and is responsible for collecting, appraising, preserving, and making available to the public Hawaiian government records of enduring value. The primary collections consist of government records from the monarchy to the current legislative session, private collections of individuals and organizations, historical photographs, maps, and a library collection specializing in Hawaiian history, culture, and Pacific voyages.

The Archives' Records Management Branch of State Archives provides records advisory services to agencies of the executive and legislative branches, which are subject to section 94-3, HRS, relating to disposal of government records. This Branch develops and revises records retention and disposition schedules with the Comptroller's approval. These records schedules identify the minimum amount of time specific records shall be maintained and their final disposition. The Archives' State Records Center stores inactive, non-permanent records in bulk for state agencies for cost efficiency and security. It is not authorized to release any records directly to the public.

Audit Division

To ensure adherence to prescribed policies and procedures of the State's accounting and internal control systems by executive departments and agencies, the Audit Division investigates and conducts internal and financial audits. The Audit Division is also a resource to departments and agencies to resolve accounting and audit issues.

Automotive Management Division

The Automotive Management Division has two major functions: parking control and the maintenance of a central motor pool. At state facilities, the Division controls vehicular traffic, makes parking lot assignments, and collects parking fees.

The Division also maintains state-owned motor vehicles in a central motor pool. The Division is responsible for controlling vehicle assignments, ensuring vehicle safety, and establishing policies and rules to ensure driver safety.

Central Services Division

The Central Services Division is responsible for providing a variety of centralized services to various state departments and agencies on a statewide basis. These services include: maintenance and repair of various state buildings and facilities; mail and messenger services; custodial services; maintenance of state grounds; and a statewide Energy Management and Conservation Program.

Office of Enterprise Technology Services

The Office of Enterprise Technology Services (ETS), established under section 27-43, HRS, organizes, manages, and oversees statewide information technology governance under the direction of the Chief Information Officer (CIO) who is appointed by the Governor to a four-year term. The Office provides centralized computer information management and processing services, a means for public access to public information, and an information network for state government. The CIO, with the assistance of the Information Technology Steering Committee,¹ is responsible for the development, implementation, and management of statewide information technology governance, state information technology strategic plans, and statewide technology standards. ETS works with each executive branch department and agency to develop and maintain its respective multi-year information technology strategic and tactical plans and roadmaps that are part of the State's overall information technology strategic plans, roadmaps, and directions.

Land Survey Division

The Land Survey Division performs field and office survey work for state agencies and the Land Court. In addition, the Division is responsible for a variety of services including the preparation and maintenance of maps and descriptions of public lands, the verification of boundaries, maintenance of the depository of survey and boundary information, and checking and processing all land court and file plan maps. The Division reviews all shoreline maps, which are checked on the ground as needed and recommendations are made to the Department of Land and Natural Resources. Considerable research is performed for the State Attorney General on quiet title actions filed in the circuit courts. Licensed professional land surveyors appear as expert witnesses on behalf of the State in land litigation cases.

Public Works Division

The Public Works Division is responsible for a variety of functions aimed at helping a wide array of state departments and agencies acquire, repair, alter, and improve the facilities and workspace they require. For capital improvement projects for which the Department is the expending agency, the Division plans, organizes, directs, and controls the expenditure of funds. It awards design and construction contracts and provides architectural and engineering consulting services to agencies, performs technical planning and design work, inspects construction for adherence to contract documents, and follows up on warranty work. It develops guidelines to be incorporated into DAGS projects, evaluates and recommends new materials and/or products to be used in state facilities, and handles all hazardous material issues during construction. Through its District Offices on Kauai, Maui, and Hawaii, the Division assists the Department of Education to construct, repair, and maintain neighbor island school facilities.

¹ See page 24.

The Division also provides centralized office leasing services to user agencies that include locating suitable office space, negotiating terms, drafting and execution of agreements, and payments to lessors.

ATTACHED FOR ADMINISTRATIVE PURPOSES

Access Hawaii Committee

The Access Hawaii Committee (AHC) was established under section 27G-3, HRS, to oversee the State of Hawaii's internet portal activities. The Committee consists of not more than fifteen members, or their designees, as follows: (1) the Comptroller; (2) Administrator of the State Procurement Office; (3) Director of the Office of Information Practices; (4) directors of not more than three government agencies using or planning to use the services of the portal manager; (5) Administrative Director of the Courts; (6) a representative of the Hawaii State Senate appointed by the President of the Senate; (7) a representative of the Hawaii State House of Representatives appointed by the Speaker of the House of Representatives; (8) chief information officers of the four counties; and (9) Chief Information Officer (CIO). The CIO or designee serves as the Chairperson of the Committee.

AHC provides oversight of and directions to the portal manager, the entity engaged to manage and operate the internet portal on behalf of the State. The Committee also coordinates the activities of the portal manager and the departments and agencies that utilize the internet portal by conducting annual customer satisfaction surveys and performance measures, reviews and approves agreements and fees between government agencies and the portal provider, and ensures that the services adhere to standards for portal application and development established for the State's internet portal.

Campaign Spending Commission

The Campaign Spending Commission, established under section 11-311, HRS, consists of five members representing the general public who are appointed by the Governor from a list of ten nominees submitted by the Judicial Council. Appointments are for four-year terms and are not subject to the advice and consent of the Senate. The responsibility of the Commission is to enforce campaign spending laws and rules that regulate campaign contributions and expenditures in the State of Hawaii as well as administer public funding programs.

Office of Elections

The Office of Elections, established under section 11-1.5, HRS, provides support to the Chief Election Officer. Pursuant to section 11-2, HRS, the Chief Election Officer supervises all state elections; is responsible for the maximization of registration of eligible electors throughout the State; maintains data relating to registered voters, elections, apportionment, and districting, and uses this data to assist the Reapportionment Commission provided for under the State

Constitution, Article IV, section 2; and is responsible for public education relating to voter registration and information.

Elections Commission

The Elections Commission, established under section 11-7, HRS, consists of nine members as follows: two members appointed by the President of the Senate; two members appointed by the Speaker of the House of Representatives; two members appointed by a senator designated by senators belonging to a party or parties different from the President of the Senate; two members appointed by a representative designated by representatives belonging to a party or parties different from the Speaker of the House of Representatives; and the ninth member, selected by a two-thirds vote of the members of the Commission, serves as the Chairperson. Each group of four Commission members selected by each Chamber must include one member from each of the four counties. Commissioners serve four-year terms, and the appointments are not subject to senatorial confirmation.

The duties of the Commission, under section 11-7.5, HRS, are to: hold public hearings; investigate and hold hearings for receiving evidence of any violations and complaints; adopt rules pursuant to chapter 91, HRS; employ, without regard to chapter 76, HRS, a full-time Chief Election Officer, pursuant to section 11-1.6, HRS; and advise the Chief Election Officer on matters relating to elections.

Boards of Registration

Four Boards of Registration are established under section 11-41, HRS: one for the island of Hawaii; one for the islands of Maui, Molokai, Lanai, and Kahoolawe; one for the island of Oahu; and one for the islands of Kauai and Niihau. The Boards consist of three members each who are appointed to four-year terms by the Governor with the advice and consent of the Senate. The purpose of the Boards is to hear and decide appeals that arise from a voter challenge or a clerk's decision regarding voter registration.

Enhanced 911 Board

The Enhanced 911 Board, established under section 138-2, HRS, consists of thirteen members as follows: (1) the Chief Information Officer or designee; (2) three representatives from wireless providers; (3) one representative each from the public safety answering points (PSAPs) for Oahu, Hawaii, Kauai, Maui, and Molokai, and one representative chosen by the Mayor of the City and County of Honolulu, all of whom are appointed to four-year terms by the Governor with the advice and consent of the Senate; (4) the Consumer Advocate, or designee; (5) one representative from a communications service company that offers Interconnected Voice over Internet Protocol services; and (6) one representative of the public utility providing telecommunications services and land line enhanced 911 services through section 269-16.95, HRS. The members representing wireless providers, Interconnected Voice over Internet Protocol

services, and the public utility providing telecommunications services and land line enhanced 911 services through section 269-16.95, HRS, are appointed to two-year terms by the Governor with the advice and consent of the Senate.

The Board administers the Enhanced 911 Fund, established under section 138-3, HRS, which consists of monthly enhanced 911 surcharges imposed under section 138-4, HRS. Moneys in the Fund are expended exclusively by the Board to ensure adequate funding to deploy and sustain enhanced 911 service, develop and fund future enhanced 911 technologies, and fund expenses of administering the Fund.

Office of Information Practices

The Office of Information Practices (OIP) is the single statewide agency in Hawaii that provides uniform and consistent advice, training, and dispute resolution services regarding public access to government records under the Uniform Information Practices Act (Modified), chapter 92F, HRS (UIPA), and to public meetings under the Sunshine Law, chapter 92, part I, HRS. Within the executive, legislative, and judicial branches of government, all state, county, and independent agencies, such as the University of Hawaii and Office of Hawaiian Affairs, are subject to UIPA, and most boards, including county councils, are also subject to the Sunshine Law. By protecting the public's right to access government records and public meetings, OIP ensures that government remains transparent and accountable to the people.

OIP also acts as an appeals agency on denials of access to government records, adopts rules to implement the laws, administers a public records reporting system that describes each set of records every government agency routinely uses or maintains and determines appeals under chapter 231, HRS, from the Department of Taxation's written opinions, and provides advice on the State's Open Data Policy. Established in 1988, OIP is headed by a Director who is appointed by the Governor.

Information Privacy and Security Council

The Information Privacy and Security Council is established under section 487N-5, HRS. Members are appointed by the Governor without regard to section 26-34, HRS, and are composed of representatives of the following: executive agencies that maintain extensive personal information in the conduct of their duties, including the departments of Education, Health, Human Resources Development, and Human Services, and the University of Hawaii, selected by the Governor; the Legislature, selected by the President of the Senate and Speaker of the House of Representatives; the Judiciary, selected by the Chief Justice of the Hawaii Supreme Court; and the four counties, selected by the mayor of each county, provided that the mayor of each county determines the extent to which the county may or may not participate. The Chief Information Officer or designee serves as Chair of the Council.

The Council develops guidelines to be considered by government agencies in deciding whether, how, and when a government agency informs affected individuals of the loss, disclosure,

or security breach of personal information that can contribute to identity theft; reviews individual annual reports submitted by government agencies, pursuant to section 487N-7, HRS; and submits a summary report to the Legislature each year.

Information Technology Steering Committee

The Information Technology Steering Committee, established under section 27-43, HRS, consists of eleven members, with four members appointed by the President of the Senate, four members appointed by the Speaker of the House of Representatives, one member appointed by the Chief Justice, and one member appointed by the Governor, and includes representatives from executive branch departments, including large user agencies such as the Department of Education, University of Hawaii, Judiciary, Legislature, and private individuals. The Chief Information Officer (CIO) serves as the Chair of the Committee. The Committee assists the CIO in developing the State's information technology standards and policies.

King Kamehameha Celebration Commission

The King Kamehameha Celebration Commission, established under section 8-5, HRS, consists of fifteen members who are appointed to four-year terms by the Governor with the advice and consent of the Senate. The appointments to the Commission are made from the following organizations, with one member from each organization: (1) Royal Order of Kamehameha I, (2) 'Ahahui Ka'ahumanu, (3) Hale O Nā Ali'i O Hawai'i 'Ahahui Po'o, (4) Daughters and Sons of Hawaiian Warriors Māmakakua, (5) Kamehameha Schools Alumni Association, (6) Association of Hawaiian Civic Clubs, (7) Waimānalo Hawaiian Homes Association, (8) Daughters of Hawaii, (9) Kapahulu Music Club, and (10) Papakōlea Community Association. In addition, the Governor appoints one member from each of the following islands: Kauai, Lanai, Maui, Molokai, and Hawaii.

The Commission manages all arrangements for the Celebration under its direction generally observed on June 11 each year, and supports any other events it may approve, to commemorate the memory of King Kamehameha I who united the Hawaiian Islands into the Kingdom of Hawaii.

State Building Code Council

The State Building Code Council, established under section 107-22, HRS, consists of nine voting members, who serve four-year terms, and one nonvoting member, the Comptroller. Four voting members represent county building officials from Oahu, Hawaii, Kauai, and Maui and are appointed by the mayor of each county. The other five voting members represent the State Fire Council, Department of Health, Department of Labor and Industrial Relations, Structural Engineers Association of Hawaii, and American Institute of Architects, Hawaii State Council.

Among the Council's duties, under section 107-24, HRS, are to: establish a comprehensive state building code; appoint a subcommittee, comprised of the four council members representing county building officials, to recommend any necessary or desirable state amendments to the model codes; consult with general building contractor associations and building trade associations to gather information and recommendations on relevant construction practices and training; review and adopt, as appropriate, new model building codes within eighteen months of the official publication date; provide education and technical training and administrative assistance at the state and county levels relating to the implementation and enforcement of the state building code.

State Procurement Office

The State Procurement Office, established under section 103D-204, HRS, is headed by an Administrator who is appointed to a four-year term by the Governor with the advice and consent of the Senate. The Administrator is the Chief Procurement Officer for the governmental bodies of the executive branch other than the University of Hawaii and the Department of Education, excluding the Hawaii Public Library System. The Administrator is responsible for assisting, advising, and guiding governmental agencies statewide, including the counties, in matters relating to procurement and for ensuring that these agencies are in compliance with the procurement rules as issued by the Procurement Policy Board.

The State Procurement Office procures and manages price list and vendor list contracts for state and county departments and agencies. The Office develops rules, policies, and procedures to implement the procurement law for all state governmental bodies, including the several counties. The Office is responsible for providing training and technical assistance in matters related to planning, procuring, and contracting for goods and services, including health and human services. The Office also administers various electronic procurement systems, the state travel program, and the state pCard program.

The Office is also responsible for inventory control and surplus property management of all state property. Inventory management attempts to promote optimum utilization of the State's excess property by encouraging the reuse of property, ensuring the accountability for property during the life of the property, and approving the disposal of property determined to be unserviceable. The Federal Surplus Property Management Program is administered by the Office as a federal grant-in-aid program. Under federal rules and guidelines, surplus federal personal property, ranging from office items to equipment such as aircraft vehicles, are inspected, stored, and distributed to eligible agencies.

Community Council on Purchase of Health and Human Services

The Community Council on Purchase of Health and Human Services, established under section 103F-202, HRS, consists of no more than nine voting members who are appointed to four-year terms by the Governor, and one ex officio, nonvoting member of the Interagency Committee of Purchases of Health and Human Services² designated by a majority of the committee members. There is a member from each county, except the county of Kalawao, and up to five members interested in health, human services, employment, or the provision of services to children and youth. The Council advises the Administrator of the State Procurement Office in such areas as: (1) market or business conditions facing providers; (2) securing input from providers to facilitate agency decision-making to assess needs and to plan, budget, and purchase health and human services; and (3) developing criteria to evaluate proposals to provide health and human services.

Procurement Policy Board

The Procurement Policy Board, established under section 103D-201, HRS, consists of seven members who are appointed to four-year terms by the Governor with the advice and consent of the Senate. Members of the Board include the Comptroller, a county employee with significant procurement experience, and five persons who are not state or county employees, of whom at least one is a certified procurement professional, one who has federal procurement experience, and two members who have significant experience in the field of health and human services. The Board reviews and decides on matters of policy within the scope of chapter 103D, HRS, the Hawaii Public Procurement Code, and chapter 103F, HRS, Purchases of Health and Human Services. Section 103F-106, HRS, specifically provides for the authority of the Board.

Stadium Authority

The Stadium Authority, established under section 109-1, HRS, consists of nine members who are appointed to four-year terms by the Governor with the advice and consent of the Senate. Serving as ex officio, nonvoting members are the President of the University of Hawaii and the Superintendent of Education. The Chairperson of the Authority is elected by the majority of the Authority. The Authority maintains, operates, and manages Aloha Stadium and its related facilities. The Authority prescribes and collects rents, fees, and charges for the use of stadium facilities and makes and executes contracts and other instruments necessary for the execution of its powers. To administer the affairs of the stadium facilities, the Authority appoints a manager and deputy manager.

² The Interagency Committee on Purchase of Health and Human Services is established under section 103F-201, HRS.

State Foundation on Culture and the Arts

The State Foundation on Culture and the Arts (SFCA) is established under section 9-2(a), HRS. The Foundation is governed by the State Foundation on Culture and the Arts Commission, established under section 9-2(b), HRS. It is a policymaking and oversight commission consisting of nine members who are appointed to four-year terms by the Governor with the advice and consent of the Senate. At least one member is appointed from each of the counties of Hawaii, Kauai, and Maui. The Chairperson is appointed from the membership by the Governor.

Pursuant to section 9-3, HRS, SFCA assists in coordinating the plans, programs, and activities of individuals, associations, corporations, and agencies concerned with the preservation and furtherance of culture and the arts and history and the humanities.

Under section 9-21, HRS, the Foundation administers the Art in Public Places and Relocatable Works of Art Programs, and the State Art Museum, established under section 9-22, HRS. There is a Works of Art Special Fund, established under section 103-8.5, HRS, into which is transferred one per cent of the construction cost element of all state fund appropriations for capital improvements. Among its purposes, the Fund is used for costs related to the acquisition of works of art to carry out the Art in Public Places and Relocatable Works of Art programs.

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

