



LIEUTENANT GOVERNOR
Ke Ke'ena O Ka Hope Kia'aina

SYLVIA LUKE
Hawai'i State Capitol, 5th Floor
415 S. Beretania Street
Honolulu, Hawai'i 96813
(808) 586-0255 | ltgov.hawaii.gov

December 23, 2024

TO: Senator Donovan M. Dela Cruz, Chair
Senator Sharon Y. Moriwaki, Vice Chair
Senate Committee on Ways and Means

Representative Kyle T. Yamashita, Chair
Representative Jenna Takenouchi, Vice Chair
House Committee on Finance

FROM: Sylvia Luke, Lieutenant Governor

RE: Testimony for LTG 100 for the 2025 Budget Briefing

Overview

- A. Pursuant to Article V, Section 4, of the Hawaii State Constitution, the primary mission of the Lieutenant Governor is to act in place of the Governor in their absence. Accordingly, the Lieutenant Governor must keep abreast of the actions and issues regarding the Administration to ensure they can effectively carry out the necessary functions of the office during these absences.

Pursuant to Section 26-1(a), Hawaii Revised Statutes (HRS), another core function of the Office of the Lieutenant Governor is to serve as Secretary of State for intergovernmental relations. In this role, the Lieutenant Governor is charged with directing and performing a multitude of activities for the public, which are administrative and coordinative in

nature. These activities include the issuing of apostilles and certifications, processing of name changes, and selling state publications (§23G-18, HRS). Fees related to name changes and publication sales are deposited into the general fund. Fees collected for apostilles and certifications are deposited into the Apostilles and Certifications Special Fund and are used to fund resources and operations related to the issuing of apostilles and certifications.

The Office continues its efforts to modernize existing systems used to process name changes and to issue apostilles and certifications. Areas needing improvement have been identified and potential solutions are being considered to increase efficiency. Over the past year, the application for children was added to our name change website, reducing errors on submissions and increasing online application usage from 88% to 96%. Our office is currently exploring how best to add online applications and payment for apostilles, while still certifying physical paper documents. The purpose of modernizing these systems is to create a more user-friendly application for individuals and establish centralized sites to organize and establish workflow for staff processing these documents.

The Office has reassessed performance measures and have made changes to better reflect operations and goals. These new measures allow for growth and progress to ensure efficient operations. Such measures of effectiveness include the percentage of apostilles and certifications processed within 7 days and 14 days, average number of days to process apostilles and certifications, percentage of name changes completed within 60 days and 90 days, and the average number of days to issue name change notices. Major goals are to process 100% of apostilles and certifications within 14 days and to complete 100% of name changes within 90 days.

Pursuant to Section 26-1(d), Hawaii Revised Statutes, “the governor shall identify and direct other duties as necessary to the lieutenant governor.” The Lieutenant Governor has been entrusted with the broadband expansion efforts and the initiative for universal access to preschool.

The Connect Kākou initiative coordinates broadband efforts between the University of Hawaii, Hawaii Broadband and Digital Equity Office, Department of Hawaiian Home Lands, and federal and county partners to maximize the utilization of federal grant funding to build critical infrastructure, ensure access to reliable and affordable high-speed internet, and provide the tools to increase digital literacy.

The Ready Keiki initiative is a collaborative multi-agency effort to fulfill the goals of universal access to preschool in Act 46, SLH 2020 in partnership with the Executive Office on Early Learning, the School Facilities Authority, Department of Education, and other state, county, business and philanthropic partners.

- B. The Office continues to fulfill its responsibilities to intake and process name changes, issue apostilles and certifications (authentications), and sell state publications. The Office anticipates 800 name changes and 9,200 authentications to be processed by the end of the year. This is a 11% decrease in name changes and 14% decrease in authentications from the previous year. It is expected that numbers fluctuate year-to-year. There is currently no backlog in name change and authentication applications.

Within the Connect Kākou initiative, all federal funds for the Broadband Equity, Access, and Deployment Program, Capital Projects Fund, Tribal Broadband and Connectivity Program, and Digital Equity Capacity Grant have been awarded.

The Ready Keiki initiative opened forty-four EOEL Public Prekindergarten classrooms this year and expects fifty more to open over the next two years.

Federal Funds

- C. The Office does not receive or expend federal funds.

Non-General Funds

- D. <https://ltgov.hawaii.gov/wp-content/uploads/2024/10/ngf-report-2024.pdf>

Budget Requests

- E. The Office has no fiscal biennium budget requests.
- F. The Office has no fiscal biennium budget requests.

Office of the Lieutenant Governor
Functions

Table 1

| <u>Division</u> | <u>Description of Function</u> | <u>Activities</u> | <u>Prog ID(s)</u> | <u>Dept-Wide Priority</u> | <u>Statutory Reference</u> |
|-----------------|--|--|-------------------|-------------------------------|--|
| LTG | | | | | |
| | The Lieutenant Governor acts in place of the Governor in the event of the Governor's absence from the State. | To enhance the effectiveness and efficiency of state programs by providing executive direction, policy development, program coordination, and planning and budgeting. | LTG100 | | Article V, Section 4 of the Hawaii State Constitution |
| | The Lieutenant Governor is also designated Secretary of State for intergovernmental relations. | In this capacity, the Lieutenant Governor serves as Secretary of State for intergovernmental relations and directs and performs varied activities which are required by law, including (1) Processing name changes; (2) Authentication of documents for use in foreign countries; (3) Sale of official state publications; (4) Compilation of administrative rules; and (5) Compilation of legislative acts. | LTG100 | | Section 23G-18, HRS Section 26-1, HRS Section 574-5, HRS |
| | The Lieutenant Governor also performs duties and undertakes projects assigned by the Governor. | The Lieutenant Governor was delegated under authority by the Governor to take on several initiatives including universal preschool and Broadband. | LTG100 | | Section 26-1(d), HRS |

Office of the Lieutenant Governor
Department-Wide Totals

Table 2

| Fiscal Year 2025 | | | | | |
|------------------------------|------------|-----------|-----------------------------|-----------------|-------|
| Budget Acts Appropriation | Reductions | Additions | Emergency Appropriations | Total FY24 | MOF |
| \$ 2,365,231.00 | | | | \$ 2,365,231.00 | A |
| \$ 312,000.00 | | | | \$ 312,000.00 | B |
| | | | | \$ - | |
| | | | | \$ - | |
| | | | | \$ - | |
| | | | | \$ - | |
| \$ 2,677,231.00 | \$ - | \$ - | \$ - | \$ 2,677,231.00 | Total |
| Fiscal Year 2026 | | | | | |
| Budget Acts Appropriation | Reductions | Additions | | Total FY25 | MOF |
| \$ 2,251,665.00 | | | | \$ 2,251,665.00 | A |
| \$ 312,000.00 | | | | \$ 312,000.00 | B |
| | | | | \$ - | |
| | | | | \$ - | |
| | | | | \$ - | |
| | | | | \$ - | |
| \$ 2,563,665.00 | \$ - | \$ - | \$ - | \$ 2,563,665.00 | Total |

Office of the Lieutenant Governor
Program ID Totals

Table 3

| Prog ID | Program Title | MOF | As budgeted (FY25) | | | Governor's Submittal (FY26) | | | | Governor's Submittal (FY27) | | | |
|---------|--------------------------------|-----|--------------------|---------|--------------|-----------------------------|---------|-----------|-------------------------------|-----------------------------|---------|-----------|-------------------------------|
| | | | Pos (P) | Pos (T) | \$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Percent Change of \$\$\$\$ | Pos (P) | Pos (T) | \$\$\$ | Percent Change of \$\$\$\$ |
| LTG100 | Office of the Lieutenant Gover | A | 17.00 | - | \$ 2,365,231 | 17.00 | - | 2,251,665 | -0.04801 | 17.00 | - | 2,251,665 | -0.04801 |
| LTG100 | Office of the Lieutenant Gover | B | - | - | 312,000 | - | - | 312,000 | 0 | - | - | 312,000 | 0 |

Office of the Lieutenant Governor
Proposed Budget Reductions

Table 5

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Description of Reduction</u> | <u>Impact of Reduction</u> | <u>MOE</u> | <u>FY26</u> | | | <u>FY27</u> | | | <u>FY25 Restriction (Y/N)</u> |
|----------------|----------------|---------------------------------|----------------------------|------------|----------------|----------------|-----------------|----------------|----------------|-----------------|---------------------------------------|
| | | | | | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$\$</u> | |
| N/A | | | | | | | | | | | |

Office of the Lieutenant Governor
Proposed Budget Additions

Table 6

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Addition Type</u> | <u>Prog ID Priority</u> | <u>Dept-Wide Priority</u> | <u>Description of Addition</u> | <u>Justification</u> | <u>MOF</u> | <u>FY26</u> | | | <u>FY27</u> | | | |
|----------------|----------------|----------------------|-------------------------|---------------------------|--------------------------------|----------------------|------------|----------------|----------------|---------------|----------------|----------------|---------------|--|
| | | | | | | | | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | |
| N/A | | | | | | | | | | | | | | |

| <u>Fiscal Year</u> | <u>Prog ID</u> | <u>Sub-Org</u> | <u>MOF</u> | <u>Budgeted by Dept</u> | <u>Restriction</u> | <u>Difference Between Budgeted & Restricted</u> | <u>Percent Difference</u> | <u>Impact</u> |
|--------------------|----------------|----------------|------------|-------------------------|--------------------|---|---------------------------|--|
| 2024 | LTG100 | AA | A | 2,319,967 | 639,000 | 1,680,967 | 27.54% | Impacts the office's ability to fully utilize funds for operational needs. |
| 2025 | LTG100 | AA | A | 2,365,231 | 684,264 | 1,680,967 | 28.93% | Impacts the office's ability to fully utilize funds for operational needs. |

Office of the Lieutenant Governor
Emergency Appropriation Requests

Table 8

| <u>Prog ID</u> | <u>Description of Request</u> | <u>Explanation of Request</u> | <u>MOE</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> |
|----------------|-------------------------------|-------------------------------|------------|----------------|----------------|---------------|
| N/A | | | | | | |

Office of the Lieutenant Governor
Expenditures Exceeding Appropriation Ceilings in FY24 and FY25

Table 9

| <u>Prog ID</u> | <u>MOF</u> | <u>Date</u> | <u>Appropriation</u> | <u>Amount Exceeding Appropriation</u> | <u>Percent Exceeded</u> | <u>Reason for Exceeding Ceiling</u> | <u>Legal Authority</u> | <u>Recurring (Y/N)</u> | <u>GF Impact (Y/N)</u> |
|----------------|------------|-------------|----------------------|---------------------------------------|-------------------------|-------------------------------------|------------------------|------------------------|------------------------|
| N/A | | | | | | | | | |

Office of the Lieutenant Governor
 Intradepartmental Transfers in FY24 and FY25

Table 10

| <u>Actual or Anticipated Date of Transfer</u> | <u>MOF</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>\$\$\$</u> | <u>From Prog ID</u> | <u>Percent of Program ID Appropriation Transferred From</u> | <u>To Prog ID</u> | <u>Percent of Receiving Program ID Appropriation</u> | <u>Reason for Transfer</u> | <u>Recurring (Y/N)</u> |
|---|------------|----------------|----------------|---------------|---------------------|---|-------------------|--|----------------------------|------------------------|
| N/A | | | | | | | | | | |

Office of the Lieutenant Governor
 Vacancy Report as of November 30, 2024

Table 11

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Date of Vacancy</u> | <u>Expected Fill Date</u> | <u>Position Number</u> | <u>Position Title</u> | <u>Exempt (Y/N)</u> | <u>SR Level</u> | <u>BU Code</u> | <u>Perm Temp (P/T)</u> | <u>FTE</u> | <u>MOF</u> | <u>Budgeted Amount</u> | <u>Actual Salary Last Paid</u> | <u>Authority to Hire (Y/N)</u> | <u>Occupied by 89-Day Hire (Y/N)</u> | <u># of 89 Hire Appts</u> | <u>Describe if Filled by other Means</u> | <u>Priority # to Retain</u> |
|----------------|----------------|------------------------|---------------------------|------------------------|-----------------------|---------------------|-----------------|----------------|------------------------|------------|------------|------------------------|--------------------------------|--------------------------------|--------------------------------------|---------------------------|--|-----------------------------|
| LTG100 | AA | n/a | n/a | 124983 | Special Assistant | Y | N/A | 73 | P | 1.00 | A | \$ 130,000 | N/A | Y | N | N/A | N/A | 1 |

Positions Filled and/or Established by Acts other than the State Budget as of November 30, 2024

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Date Established</u> | <u>Legal Authority</u> | <u>Position Number</u> | <u>Position Title</u> | <u>Exempt (Y/N)</u> | <u>SR Level</u> | <u>BU Code</u> | <u>T/P</u> | <u>MOF</u> | <u>FTE</u> | <u>Annual Salary</u> | <u>Filled (Y/N)</u> | <u>Occupied by 89 Day Hire (Y/N)</u> |
|----------------|----------------|-------------------------|------------------------|------------------------|-----------------------|---------------------|-----------------|----------------|------------|------------|------------|----------------------|---------------------|--------------------------------------|
|----------------|----------------|-------------------------|------------------------|------------------------|-----------------------|---------------------|-----------------|----------------|------------|------------|------------|----------------------|---------------------|--------------------------------------|

N/A

Office of the Lieutenant Governor
Overtime Expenditure Summary

Table 13

| Prog ID | Sub-Org | Program Title | MOF | FY24 (actual) | | | FY25 (estimated) | | | FY26 (budgeted) | | |
|---------|---------|---------------|-----|--------------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|--------------------------------|-----------------------------|----------------------------|
| | | | | <u>Base Salary</u> \$\$\$\$ | <u>Overtime</u> \$\$\$\$ | <u>Overtime</u> Percent | <u>Base Salary</u> \$\$\$\$ | <u>Overtime</u> \$\$\$\$ | <u>Overtime</u> Percent | <u>Base Salary</u> \$\$\$\$ | <u>Overtime</u> \$\$\$\$ | <u>Overtime</u> Percent |
| N/A | | | | | | | | | | | | |

Office of the Lieutenant Governor
Active Contracts as of December 1, 2024

Table 14

| Prog ID | MOF | Amount | Frequency (M/A/O) | Max Value | Outstanding Balance | Term of Contract | | | Entity | Contract Description | Explanation of How Contract is Monitored | POS Y/N | Category E/L/P/C/G/S/* |
|---------|-----|--------|----------------------|--------------|------------------------|------------------|-----------|-----------|--------------|----------------------------|---|------------|---------------------------|
| | | | | | | Date Executed | From | To | | | | | |
| LTG100 | A | \$ 401 | M | N/A | - | 3/5/2024 | 3/14/2024 | 4/30/2029 | Xerox | Multifunction Copier Lease | Monthly | N | E |
| LTG100 | A | \$ 67 | M | N/A | - | 3/5/2024 | 4/12/2024 | 4/30/2029 | Xerox | Multifunction Copier Lease | Monthly | N | E |
| LTG100 | A | \$ 893 | O - Qtr | N/A | - | 12/30/2022 | 5/8/2023 | 5/7/2027 | Pitney Bowes | Postage Machine Lease | Quarterly | N | E |

Office of the Lieutenant Governor
Capital Improvements Program (CIP) Requests

Table 15

| <u>Prog ID</u> | <u>Prog ID</u> <u>Priority</u> | <u>Dept-</u> <u>Wide</u> <u>Priority</u> | <u>Senate</u> <u>District</u> | <u>Rep.</u> <u>District</u> | <u>Project Title</u> | <u>MOF</u> | <u>FY26 \$\$\$</u> | <u>FY27 \$\$\$</u> |
|----------------|-----------------------------------|--|----------------------------------|--------------------------------|----------------------|------------|--------------------|--------------------|
| N/A | | | | | | | | |

Office of the Lieutenant Governor
CIP Lapses

Table 16

| <u>Prog ID</u> | <u>Act/Year of Appropriation</u> | <u>Project Title</u> | <u>MOF</u> | <u>Lapse Amount</u> <u>\$\$\$\$</u> | <u>Reason</u> |
|----------------|----------------------------------|----------------------|------------|--|---------------|
| | | | | | |
| N/A | | | | | |

Office of the Lieutenant Governor
Program ID Sub-Organizations

Table 17

| <u>Program ID</u> | <u>Sub-Org Code</u> | <u>Name</u> | <u>Objective</u> |
|-------------------|---------------------|-----------------------------------|--|
| LTG100 | AA | Office of the Lieutenant Governor | To support the operations of the Lieutenant Governor's Office. |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

Office of the Lieutenant Governor
Organization Chart and Changes

Table 18

| <u>Year of Change</u> | <u>Description of Change</u> |
|-----------------------|------------------------------|
| N/A | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |

Office of the Lieutenant Governor
Administration Package Bills

Table 19

| <u>Prog ID</u> | <u>Fiscal Impact</u> | <u>Amount Requested</u> | <u>FTE Requested</u> | <u>Budget for Personnel</u> | <u>Budget for OCE (Other Than Contracts)</u> | <u>Budget for Contracts</u> | <u>Dates of Initiative</u> | | <u>Initiative Description</u> | <u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u> | <u>Plan for continuation of initiative (if applicable)</u> |
|----------------|----------------------|-------------------------|----------------------|-----------------------------|--|-----------------------------|----------------------------|-----------|-------------------------------|---|--|
| | | | | | | | <u>From</u> | <u>To</u> | | | |
| N/A | | | | | | | | | | | |

Office of the Lieutenant Governor
 Previous Specific Appropriation Bills

Table 20

| <u>Prog ID</u> | <u>Appropriating Act</u> | <u>Amount Allotted</u> | <u>FTE Allotted</u> | <u>Budget for Personnel</u> | <u>Budget for OCE (Other Than Contracts)</u> | <u>Budget for Contracts</u> | <u>Dates of Initiative</u> | | <u>Initiative Description</u> | <u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u> | <u>Plan for continuation of initiative (if applicable)</u> |
|----------------|--------------------------|------------------------|---------------------|-----------------------------|--|-----------------------------|----------------------------|-----------|--|---|---|
| | | | | | | | <u>From</u> | <u>To</u> | | | |
| LTG100 | Act 133, SLH 2024 | \$ 12,000 | \$ - | \$ - | \$ 12,000 | \$ - | 7/1/2024 | Current | Apostilles and Certification Special Fund. | General fund infusion into the new Apostilles and Certification Special Fund. | One-time infusion not to continue. Apostilles and Certification Special Fund to be self-sustaining from related fees. |

Positions that are being paid higher than the salaries authorized as of November 30, 2024

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Position Number</u> | <u>Position Title</u> | <u>Exempt (Y/N)</u> | <u>SR Level</u> | <u>BU Code</u> | <u>T/P</u> | <u>MOF</u> | <u>FTE</u> | <u>Budgeted Amount</u> | <u>Actual Salary Last Paid</u> | <u>Occupied by 89-Day Hire (Y/N)</u> | <u>Legal Authority for Salary Increase</u> | <u>Source of Funding (cost element and ProgID)</u> | <u>Date of Approval</u> | <u>Person who approved salary increase</u> |
|----------------|----------------|------------------------|-----------------------|---------------------|-----------------|----------------|------------|------------|------------|------------------------|--------------------------------|--------------------------------------|--|--|-------------------------|--|
|----------------|----------------|------------------------|-----------------------|---------------------|-----------------|----------------|------------|------------|------------|------------------------|--------------------------------|--------------------------------------|--|--|-------------------------|--|

N/A

Office of the Lieutenant Governor
Positions that are authorized to telework as of November 30, 2024

Table 22

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Position Number</u> | <u>Position Title</u> | <u>Exempt (Y/N)</u> | <u>SR Level</u> | <u>BU Code</u> | <u>T/P</u> | <u>MOF</u> | <u>FTE</u> | <u>Budgeted Amount</u> | <u>Actual Salary Last Paid</u> | <u>Occupied by 89-Day Hire (Y/N)</u> | <u>Telework Designation (full time or hybrid)</u> | <u>Number of Telework Days a Week</u> | <u>Reason for Telework</u> | <u>Process to Evaluate Job Performance</u> |
|----------------|----------------|------------------------|-----------------------|---------------------|-----------------|----------------|------------|------------|------------|------------------------|--------------------------------|--------------------------------------|---|---------------------------------------|----------------------------|--|
|----------------|----------------|------------------------|-----------------------|---------------------|-----------------|----------------|------------|------------|------------|------------------------|--------------------------------|--------------------------------------|---|---------------------------------------|----------------------------|--|

N/A

Office of the Lieutenant Governor
Work-related travel as of November 30, 2024

Table 23

| Prog ID | Sub-Org | Position Number | Job Title | Start Date | End Date | Justification for Travel | Full Agenda Y/N? | Meetings Attended Y/N? | Training Sessions Y/N? | Total Cost of Trip | Cost Paid by State or Other Entity? | Final Report of Travel Y/N? |
|---------|---------|-----------------|---------------------------|------------|-----------|---|------------------|------------------------|------------------------|--------------------|-------------------------------------|-----------------------------|
| LTG100 | AA | 100130 | Lt. Governor | 1/21/2024 | 1/21/2024 | To visit the Waiakea Tech Learning Center and support the Robotics teams showcase | N | N | N | 136.79 | 136.79 | N |
| LTG100 | AA | 100130 | Lt. Governor | 1/28/2024 | 1/28/2024 | To present a certificate at the Muumuu Paina Luncheon | N | N | N | 165.69 | 165.69 | N |
| LTG100 | AA | 100130 | Lt. Governor | 2/10/2024 | 2/10/2024 | To attend the dedication ceremony for the Rockne Freitas Way at Hawaii Community College | N | N | N | 151.44 | 151.44 | N |
| LTG100 | AA | 100130 | Lt. Governor | 2/14/2024 | 2/14/2024 | Attend as keynote speaker at the annual MEO Volunteer Luncheon | N | N | N | 69.29 | 69.29 | N |
| LTG100 | AA | 100130 | Lt. Governor | 2/23/2024 | 2/23/2024 | To meet with Maui officials regarding Wildfire response | N | Y | N | 194.59 | 194.59 | N |
| LTG100 | AA | 100455 | Chief of Staff | 2/23/2024 | 2/23/2024 | To meet with Maui officials regarding Wildfire response | N | Y | N | 194.59 | 194.59 | N |
| LTG100 | AA | 120928 | Policy Director | 2/23/2024 | 2/23/2024 | To meet with Maui officials regarding Wildfire response | N | Y | N | 194.59 | 194.59 | N |
| LTG100 | AA | 100130 | Lt. Governor | 3/4/2024 | 3/6/2024 | To attend the DLGA | Y | N | N | 1246.55 | 1246.55 | Y |
| LTG100 | AA | 100455 | Chief of Staff | 3/4/2024 | 3/6/2024 | To attend the DLGA | Y | N | N | 1275.55 | 1275.55 | Y |
| LTG100 | AA | 100130 | Lt. Governor | 3/9/2024 | 3/9/2024 | To attend and participate in the Kona Beach Clean-up | N | N | N | 185.19 | 185.19 | N |
| LTG100 | AA | 118002 | External Affairs Director | 3/9/2024 | 3/9/2024 | To attend and participate in the Kona Beach Clean-up | N | N | N | 179.95 | 179.95 | N |
| LTG100 | AA | 100130 | Lt. Governor | 3/14/2024 | 3/14/2024 | To attend the Mayor's State of the County address- Kauai | N | N | N | 5.6 | 5.6 | N |
| LTG100 | AA | 100130 | Lt. Governor | 3/15/2024 | 3/15/2024 | To attend the Mayor's State of the County address- Maui | N | N | N | 184.69 | 184.69 | N |
| LTG100 | AA | 100130 | Lt. Governor | 3/20/2024 | 3/20/2024 | Site visit at 'Imiloa Astronomy Center, a potential Ready Keiki facility and meet with community stakeholders | N | Y | N | 118.18 | 118.18 | N |
| LTG100 | AA | 112912 | Executive Advisor | 3/20/2024 | 3/20/2024 | Site visit at 'Imiloa Astronomy Center, a potential Ready Keiki facility and meet with community stakeholders | N | Y | N | 122.93 | 122.93 | N |
| LTG100 | AA | 100130 | Lt. Governor | 3/22/2024 | 3/22/2024 | To attend the Mayor's State of the County address | N | N | N | 198.94 | 198.94 | N |
| LTG100 | AA | 100130 | Lt. Governor | 4/2/2024 | 4/2/2024 | To attend the Lahainaluna Spring Concert | N | N | N | 118.18 | 118.18 | N |
| LTG100 | AA | 100130 | Lt. Governor | 4/5/2024 | 4/5/2024 | To attend and support the Kokua for Maui event and attend meetings | N | Y | N | 152.31 | 152.31 | N |
| LTG100 | AA | 118002 | External Affairs Director | 4/5/2024 | 4/5/2024 | To attend and support the Kokua for Maui event and attend meetings | N | Y | N | 166.85 | 166.85 | N |
| LTG100 | AA | 100130 | Lt. Governor | 4/9/2024 | 4/9/2024 | To attend and present the award at the Milken Foundation Announcement | N | N | N | 122.93 | 122.93 | N |
| LTG100 | AA | 100130 | Lt. Governor | 4/10/2024 | 4/10/2024 | To attend the Hilo Medical Center Groundbreaking | N | N | N | 89.69 | 89.69 | N |
| LTG100 | AA | 100130 | Lt. Governor | 5/12/2024 | 5/17/2024 | To participate in a panel discussion at APAICS, attend the Military Affairs Council DC Meetings, and to attend meetings with the USDA | Y | Y | N | 3639.93 | 3639.93 | Y |
| LTG100 | AA | 100144 | Deputy Chief of Staff | 5/12/2024 | 5/17/2024 | To attend and staff the LG at APAICS, MAC, and USDA Meetings | Y | Y | N | 3617.03 | 3617.03 | Y |
| LTG100 | AA | 118002 | External Affairs Director | 5/12/2024 | 5/17/2024 | To attend and staff the LG at APAICS, MAC, and USDA Meetings | Y | Y | N | 4246.4 | 4246.4 | Y |
| LTG100 | AA | 100130 | Lt. Governor | 5/24/2024 | 5/26/2024 | To attend the Hilo HS Graduation, Konawaena HS Graduation, and the Kealakehe HS Graduation | N | N | N | 912.57 | 912.57 | N |
| LTG100 | AA | 118001 | Policy Analyst | 5/28/2024 | 5/31/2024 | To attend US Department of Education regional convening | Y | N | N | 1620.27 | 1620.27 | Y |
| LTG100 | AA | 100130 | Lt. Governor | 6/1/2024 | 6/1/2024 | To attend the Maui Agriculture Fest and present a certificate | N | N | N | 5.6 | 5.6 | N |
| LTG100 | AA | 118002 | External Affairs Director | 6/4/2024 | 6/6/2024 | Meet with Pearl Harbor Aviation Museum and tour potential student workforce pathway program. | N | N | N | 1484.2 | 1484.2 | Y |
| LTG100 | AA | 100130 | Lt. Governor | 6/15/2024 | 6/15/2024 | To attend the Puuhonua Homestead Lot Selection Ceremony and other community events | N | N | N | 146.69 | 146.69 | N |
| LTG100 | AA | 100130 | Lt. Governor | 6/19/2024 | 6/20/2024 | To attend the JCC Installation Banquet as the Keynote speaker | N | N | N | 298.31 | 298.31 | |
| LTG100 | AA | 100130 | Lt. Governor | 7/3/2024 | 7/3/2024 | To attend meetings with county officials, stakeholders, and community partners | N | Y | N | 118.18 | 118.18 | N |
| LTG100 | AA | 118002 | External Affairs Director | 7/3/2024 | 7/3/2024 | To attend meetings with county officials, stakeholders, and community partners | N | Y | N | 118.18 | 118.18 | N |
| LTG100 | AA | 100130 | Lt. Governor | 7/11/2024 | 7/11/2024 | To support Maui officials during a wildfire | N | N | N | 176.08 | 176.08 | N |
| LTG100 | AA | 118003 | Communications Director | 7/11/2024 | 7/11/2024 | To support Maui officials during a wildfire | N | N | N | 176.08 | 176.08 | N |
| LTG100 | AA | 118002 | External Affairs Director | 7/11/2024 | 7/11/2024 | To support Maui officials during a wildfire | N | N | N | 176.08 | 176.08 | N |

Office of the Lieutenant Governor
Work-related travel as of November 30, 2024

Table 23

| | | | | | | | | | | | | |
|--------|----|--------|---------------------------|-----------|-----------|--|---|---|---|---------|---------|---|
| LTG100 | AA | 100130 | Lt. Governor | 7/12/2024 | 7/12/2024 | Meeting with DOE, UH, and other stakeholders to discuss potential workforce/career pathways. | N | Y | N | 156.19 | 156.19 | N |
| LTG100 | AA | 118002 | External Affairs Director | 7/12/2024 | 7/12/2024 | Meeting with DOE, UH, and other stakeholders to discuss potential workforce/career pathways. | N | Y | N | 156.19 | 156.19 | N |
| LTG100 | AA | 118001 | Policy Analyst | 7/12/2024 | 7/12/2024 | Meeting with DOE, UH, and other stakeholders to discuss potential workforce/career pathways. | N | Y | N | 156.19 | 156.19 | N |
| | AA | 100130 | Lt. Governor | 7/13/2024 | 7/13/2024 | To support Maui officials during a wildfire (EP14) | N | N | N | 213.69 | 213.69 | N |
| LTG100 | AA | 118003 | Communications Director | 7/13/2024 | 7/13/2024 | To support Maui officials during a wildfire (EP14) | N | N | N | 213.69 | 213.69 | N |
| LTG100 | AA | 118002 | External Affairs Director | 7/13/2024 | 7/13/2024 | To support Maui officials during a wildfire (EP14) | N | N | N | 213.69 | 213.69 | N |
| LTG100 | AA | 100130 | Lt. Governor | 7/14/2024 | 7/15/2024 | To support Maui officials during a wildfire, morning press conference | N | N | N | 440.49 | 440.49 | N |
| LTG100 | AA | 118003 | Communications Director | 7/14/2024 | 7/15/2024 | To support Maui officials during a wildfire, morning press conference | N | N | N | 440.49 | 440.49 | N |
| LTG100 | AA | 118002 | External Affairs Director | 7/14/2024 | 7/15/2024 | To support Maui officials during a wildfire, morning press conference | N | N | N | 440.49 | 440.49 | N |
| LTG100 | AA | 100130 | Lt. Governor | 7/15/2024 | 7/16/2024 | To support Kauai officials during a wildfire | N | N | N | 664.77 | 664.77 | N |
| LTG100 | AA | 118003 | Communications Director | 7/15/2024 | 7/16/2024 | To support Kauai officials during a wildfire | N | N | N | 664.77 | 664.77 | N |
| LTG100 | AA | 118002 | External Affairs Director | 7/15/2024 | 7/16/2024 | To support Kauai officials during a wildfire | N | N | N | 664.77 | 664.77 | N |
| LTG100 | AA | 100130 | Lt. Governor | 7/17/2024 | 7/17/2024 | Broadband Meeting with Maui County and Mayor's Staff | N | Y | N | 156.19 | 156.19 | N |
| LTG100 | AA | 112912 | Executive Advisor | 7/17/2024 | 7/17/2024 | Broadband Meeting with Maui County and Mayor's Staff | N | Y | N | 156.19 | 156.19 | N |
| LTG100 | AA | 118002 | External Affairs Director | 7/17/2024 | 7/17/2024 | Broadband Meeting with Maui County and Mayor's Staff | N | Y | N | 156.19 | 156.19 | N |
| LTG100 | AA | 100130 | Lt. Governor | 8/13/2024 | 8/13/2024 | To attend the Liloa Hale Groundbreaking Ceremony | N | N | N | 5.6 | 5.6 | N |
| LTG100 | AA | 118002 | External Affairs Director | 8/13/2024 | 8/13/2024 | To attend the Liloa Hale Groundbreaking Ceremony | N | N | N | 127.68 | 127.68 | N |
| LTG100 | AA | 100130 | Lt. Governor | 8/14/2024 | 8/15/2024 | To conduct site visits and meet with legislators, the mayor, and business leaders. | N | Y | N | 621.32 | 621.32 | N |
| LTG100 | AA | 118002 | External Affairs Director | 8/14/2024 | 8/15/2024 | To conduct site visits and meet with legislators, the mayor, and business leaders | N | Y | N | 621.32 | 621.32 | N |
| LTG100 | AA | 112912 | Executive Advisor | 8/15/2024 | 8/15/2024 | To conduct a broadband meeting with Kauai County staff | N | Y | N | 173.27 | 173.27 | N |
| LTG100 | AA | 100130 | Lt. Governor | 8/16/2024 | 8/16/2024 | To meet with the Department of Agriculture and community partners at I'o Processing Company | N | Y | N | 184.69 | 184.69 | N |
| LTG100 | AA | 118002 | External Affairs Director | 8/16/2024 | 8/16/2024 | To meet with the Department of Agriculture and community partners at I'o Processing Company | N | Y | N | 189.44 | 189.44 | N |
| LTG100 | AA | 100130 | Lt. Governor | 8/18/2024 | 8/28/2024 | To attend OKCC Forum and delegation tourism trip | Y | Y | N | 3564.89 | 3564.89 | Y |
| LTG100 | AA | 100144 | Deputy Chief of Staff | 8/18/2024 | 8/28/2024 | To attend OKCC Forum and delegation tourism trip | Y | Y | N | 3064.69 | 3064.69 | Y |
| LTG100 | AA | 100130 | Lt. Governor | 9/4/2024 | 9/4/2024 | To meet with Maui council members and community stakeholders. | N | Y | N | 171.29 | 171.29 | N |
| LTG100 | AA | 118002 | External Affairs Director | 9/4/2024 | 9/4/2024 | To meet with Maui council members and community stakeholders. | N | Y | N | 171.29 | 171.29 | N |
| LTG100 | AA | 100130 | Lt. Governor | 9/9/2024 | 9/9/2024 | To attend the Hawaii Chamber, U.S. Chamber, AMEX Maui Small Business Recognition event | N | N | N | 127.68 | 127.68 | N |
| LTG100 | AA | 118002 | External Affairs Director | 9/9/2024 | 9/9/2024 | To attend the Hawaii Chamber, U.S. Chamber, AMEX Maui Small Business Recognition event | N | N | N | 127.68 | 127.68 | N |
| LTG100 | AA | 100130 | Lt. Governor | 9/10/2024 | 9/10/2024 | To attend meetings for broadband, ready keiki, and with the Molokai Livestock cooperative | N | Y | N | 228 | 228 | N |
| LTG100 | AA | 112912 | Executive Advisor | 9/10/2024 | 9/10/2024 | To attend meetings for broadband, ready keiki, and with the Molokai Livestock cooperative | N | Y | N | 228 | 228 | N |
| LTG100 | AA | 118002 | External Affairs Director | 9/10/2024 | 9/10/2024 | To attend meetings for broadband, ready keiki, and with the Molokai Livestock cooperative | N | Y | N | 228 | 228 | N |
| LTG100 | AA | 100130 | Lt. Governor | 9/13/2024 | 9/14/2024 | To attend the Hawaii Island Early Childhood Conference | N | N | N | 460.42 | 460.42 | N |
| LTG100 | AA | 120928 | Policy Director | 9/13/2024 | 9/14/2024 | To staff LG while they gave remarks and led a panel at the Hawaii Island Early Childhood Conference | N | N | N | 468.68 | 468.68 | N |
| LTG100 | AA | 100130 | Lt. Governor | 9/15/2024 | 9/18/2024 | To attend meetings with USDA, and provide remarks at the White House first inaugural Chuseok Celebration | Y | Y | N | 2678.53 | 2678.53 | Y |

Office of the Lieutenant Governor
Work-related travel as of November 30, 2024

Table 23

| | | | | | | | | | | | | |
|--------|----|--------|---------------------------|------------|------------|--|---|---|---|---------|---------|---|
| LTG100 | AA | 100144 | Deputy Chief of Staff | 9/16/2024 | 9/18/2024 | To attend and staff the LG while they provided remarks at the White House first inaugural Chuseok Celebration | Y | N | N | 3174.5 | 3174.5 | Y |
| LTG100 | AA | 118002 | External Affairs Director | 9/16/2024 | 9/18/2024 | To attend meetings with USDA | Y | Y | N | 3663.49 | 3663.49 | Y |
| LTG100 | AA | 100130 | Lt. Governor | 9/19/2024 | 9/19/2024 | Site visit to Laiopua 2020, host a panel discussion at the CNHA Convention, attend a broadband meeting | N | N | N | 141.93 | 141.93 | N |
| LTG100 | AA | 112912 | Executive Advisor | 9/19/2024 | 9/19/2024 | Site visit to Laiopua 2020 and to meet with Hawaii County staff for a broadband meeting | N | N | N | 169.69 | 169.69 | N |
| LTG100 | AA | 120928 | Policy Director | 9/19/2024 | 9/19/2024 | Staff the LG while they hosted a panel discussion at the CNHA Convention, attended a site visit to Laiopua, and attend a broadband meeting | N | N | N | 245.5 | 245.5 | N |
| LTG100 | AA | 118002 | External Affairs Director | 9/19/2024 | 9/19/2024 | Staff the LG while they hosted a panel discussion at the CNHA Convention, attended a site visit to Laiopua, and attend a broadband meeting | N | N | N | 141.93 | 141.93 | N |
| LTG100 | AA | 100130 | Lt. Governor | 10/5/2024 | 10/5/2024 | To attend the Hamakua Sugar Days Festival - Plantation Workers Recognition Luncheon and present proclamation | N | N | N | 184.69 | 184.69 | N |
| LTG100 | AA | 100130 | Lt. Governor | 10/10/2024 | 10/10/2024 | To attend and give remarks at the 2nd Annual Hawaii Island Healthcare Conference | N | N | N | 176.04 | 176.04 | N |
| LTG100 | AA | 100130 | Lt. Governor | 10/11/2024 | 10/11/2024 | To meet with Maui officials | N | Y | N | 146.25 | 146.25 | N |
| LTG100 | AA | 118002 | External Affairs Director | 10/11/2024 | 10/11/2024 | To meet with Maui officials | N | Y | N | 212.74 | 212.4 | N |
| LTG100 | AA | 100130 | Lt. Governor | 10/13/2024 | 10/19/2024 | To attend the Taiwan delegation trip | Y | Y | N | 5900 | 5900 | Y |
| LTG100 | AA | 100455 | Chief of Staff | 10/13/2024 | 10/19/2024 | To attend the Taiwan delegation trip | Y | Y | N | 5900 | 5900 | Y |
| LTG100 | AA | 100130 | Lt. Governor | 10/24/2024 | 10/24/2024 | To attend a Ready Keiki event at Kahakai Elementary School, and meet with agriculture leaders | N | N | N | 137.18 | 137.18 | N |
| LTG100 | AA | 118002 | External Affairs Director | 10/24/2024 | 10/24/2024 | To attend a Ready Keiki event at Kahakai Elementary School, and meet with agriculture leaders | N | N | N | 137.18 | 137.18 | N |
| LTG100 | AA | 100130 | Lt. Governor | 11/1/2024 | 11/1/2024 | To attend and support the Made in Maui Event | N | N | N | 202.79 | 202.79 | N |
| LTG100 | AA | 118002 | External Affairs Director | 11/1/2024 | 11/1/2024 | To attend and support the Made in Maui Event | N | N | N | 202.79 | 202.79 | N |
| LTG100 | AA | 100130 | Lt. Governor | 11/9/2024 | 11/9/2024 | To attend the Lanai Health Fair | N | N | N | 318 | 318 | N |
| LTG100 | AA | 100130 | Lt. Governor | 11/14/2024 | 11/14/2024 | To attend the Kauai Construction Career Day and visit the Kauai Creative Technology Center | N | N | N | 137.18 | 137.18 | N |
| LTG100 | AA | 118002 | External Affairs Director | 11/14/2024 | 11/14/2024 | To attend the Kauai Construction Career Day and visit the Kauai Creative Technology Center | N | N | N | 137.18 | 137.18 | N |
| LTG100 | AA | 118002 | External Affairs Director | 11/15/2024 | 11/15/2024 | To attend a Kokua for Maui event and conduct meetings | N | Y | N | 184.69 | 184.69 | N |
| LTG100 | AA | 100130 | Lt. Governor | 11/23/2024 | 11/23/2024 | To attend the Cattlemens Convention and give remarks | N | N | N | 151.45 | 151.45 | N |
| LTG100 | AA | 118002 | External Affairs Director | 11/23/2024 | 11/23/2024 | To attend the Cattlemens Convention | N | N | N | 151.45 | 151.45 | N |
| LTG100 | AA | 100130 | Lt. Governor | 11/27/2024 | 11/27/2024 | To participate in sitevisits with legislators and the DOE superintendent | N | N | N | 165.68 | 165.68 | N |
| LTG100 | AA | 118002 | External Affairs Director | 11/27/2024 | 11/27/2024 | To participate in sitevisits with legislators and the DOE superintendent | N | N | N | 165.68 | 165.68 | N |

Office of the Lieutenant Governor
Expenditures/Encumbrances for Wildfire Response

Table 24

| Prog ID | Sub-Org | Description of Expenditure/Encumbrance | Justification | Existing Budgeted Item(s) affected (If Any) | MOF | FY25 | | FY26 | | FEMA Reimbursable? | Reimbursement Applied for? |
|---------|---------|--|---------------|--|-----|------------------------|-------------|------------------------|-------------|-----------------------|-------------------------------|
| | | | | | | Encumbrance Balance | Expenditure | Encumbrance Balance | Expenditure | | |
| N/A | | | | | | | | | | | |

Office of the Lieutenant Governor
 Personnel utilized for Wildfire Response

Table 25

| <u>Prog ID</u> | <u>Sub-Org</u> | <u>Positions dispersed for Wildfire Reponse</u> | <u>Justification</u> | <u>MOF</u> | <u>FY25</u> | | | | <u>FY26</u> | | | | <u>Expected End Date</u> | <u>FEMA Eligible?</u> | <u>FEMA Reimb App?</u> | |
|----------------|----------------|---|----------------------|------------|----------------|----------------|--------------------------|---------------|----------------|----------------|--------------------------|---------------|------------------------------|---------------------------|----------------------------|--|
| | | | | | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>Payroll Hours</u> | <u>\$\$\$</u> | <u>Pos (P)</u> | <u>Pos (T)</u> | <u>Payroll Hours</u> | <u>\$\$\$</u> | | | | |
| N/A | | | | | | | | | | | | | | | | |