



OFFICE OF THE LIEUTENANT GOVERNOR

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JAMES R. AIONA, JR.
LIEUTENANT GOVERNOR

**SENATE COMMITTEE ON WAYS AND MEANS
HOUSE COMMITTEE ON FINANCE
BUDGET BRIEFING FOR FISCAL BIENNIUM 2009-2011**

OFFICE OF THE LIEUTENANT GOVERNOR (LTG 100)

Narrative

The Lieutenant Governor's Office, in conjunction with the Governor, provides leadership and sets policies and priorities to all state programs. The Hawai'i Constitution requires that the Lieutenant Governor act in place of the Governor when the Governor is out of state. Moreover, by statutory mandate, the Lieutenant Governor is designated as Secretary of State for the State of Hawai'i. This designation requires the Office of the Lieutenant Governor to perform a variety of activities which are administrative, ministerial, and coordinative in nature. These activities include name change processing, administrative rules depository functions, certifications, apostilles, posting of board and commission hearing notices, and the sale and distribution of legislative publications.

The recent downward trend in our state economy has no doubt affected state policies and priorities. The Governor and Lieutenant Governor have continued to provide executive management and leadership to state agencies, albeit with an enhanced emphasis on job creation, economic revitalization, and other core governmental support services. The Lieutenant Governor has assisted the administration in the design and development of an economic recovery plan that is designed to sustain jobs and enhance Hawai'i's infrastructure. As a key component to this plan, the Lieutenant Governor will be providing leadership to all executive agencies and information to the public on important state economic issues.

The Office of the Lieutenant Governor, like all government entities, has felt the pinch of decreased tax revenues, weakening forecasts, and budget restrictions. These economic conditions have required our office to closely scrutinize and/or eliminate certain office expenditures, including, but not limited to, travel, office equipment, supplies, postage and other miscellaneous office expenditures. Moving forward, further reductions are being proposed for FY 10 and FY 11. These contemplated reductions will likely result in the loss of support staff and the reduction of current salary levels. Despite reductions, the Office of the Lieutenant Governor is committed to maintaining core services to the public, like name changes, document authentication,

administrative rules services, sale of state publications, dissemination of legislative acts, and the management of government hearing notices.

Finally, the Office of the Lieutenant Governor will continue to work collaboratively with the Office of Information Practices (OIP) as an attached agency to ensure that current economic conditions do not affect the public's access to information.

Mission Statement

The core mission of the Office of the Lieutenant Governor is to enhance the efficiency and effectiveness of state programs by providing leadership and executive management and by developing policies and priorities for all state programs. Under Article V, Section 4 of the Hawaii State Constitution, the Lieutenant Governor acts in place of the Governor when the Governor is out of state. Additionally, the Office of the Lieutenant Governor's statutorily mandated duties include leadership as the Secretary of State and necessary administrative support in the efficient implementation of all Secretary of State duties. More specifically, pursuant to Section 26-1, HRS, the Lieutenant Governor is designated Secretary of State for intergovernmental relations and, in this capacity, directs and performs varied activities which are administrative, ministerial, and coordinative in nature. These activities include name change processing, administrative rules depository functions, certifications, apostilles, posting of board and commission hearing notices, and the sale and distribution of legislative publications.

Organizational Chart

NAME	POSITION TITLE
James R. Aiona, Jr.	Lieutenant Governor
Kevin A. Souza	Chief of Staff
Jonah K. Kaauwai	Deputy Chief of Staff
Travis Taylor	Senior Advisor - Communications
Harold Nedd	Communications Advisor
Karl Espaldon	State Drug Control Liaison
Leon J. Davenport III	Executive Assistant
Dawn Matsumura	Administrative Services Specialist
Viola Alipio	Executive Secretary – Lieutenant Governor
Joanna Chinen	Executive Assistant
Lehua Saturnio	Executive Secretary
Janielle Kealoha-Holbron	Administrative Assistant
Dale Stevens	Administrative Assistant

Please see attached Worksheet 1 for further requested information.

Table 1: Department Functions

Please see attached Table 1.

Table 2: Program ID Listing of Major Activities

Please see attached Table 2.

Table 3: Biennium Budget Reductions

Please see attached Table 3.

Table 4: Biennium Budget Additions

Please see attached Table 4.

LTG 100 has no proposed additions to our biennium budget.

Table 5: Restrictions

Please see attached Table 5.

Other Sources of Revenue

None.

Operational Budget

1. Introduction
 - a. LTG 100
 - b. To enhance the efficiency and effectiveness of state programs by providing leadership and executive management and by developing policies and priorities to give program direction.

The Lieutenant Governor acts in place of the Governor in the event of the Governor's absence from the State.

Performs duties and undertakes projects assigned by the Governor. At this time, these duties have centered on public safety, family strengthening, innovation and economic revitalization.

Pursuant to Section 26-1, HRS, the Lieutenant Governor is also designated Secretary of State for intergovernmental relations. In this capacity, the Lieutenant Governor directs and performs varied activities which are required by law, including: name changes, authentication of documents, sale of official state publications, compilation of administrative rules, compilation of legislative acts and monitoring of state open meetings laws.

Provide administrative support to agencies attached to this office which include:

a. Office of Information Practices.

2. Program Performance Results

Please see attached Table 6.

Capital Improvement Program Budget

None.

**** ALL CORRESPONDING WORKSHEETS, TABLES
AND ATTACHEMENTS ARE APPENDED TO THIS
DOCUMENT.**

Worksheet 1

Funding levels for divisions/branches

<u>Division or Branch Name</u>	<u>FY09 (P)</u>	<u>FY09 (T)</u>	<u>FY09 \$\$\$</u>	<u>FY10 (P)</u>	<u>FY10 (T)</u>	<u>FY10 \$\$\$</u>	<u>MOF</u>
Office of the Lieutenant Governor	3.00	11.00	845,990	3.00	10.00	824,997	A

Table 1
Priority List of Functions

<u>Priority #</u>	<u>Description of Function</u>	<u>Performance Measures</u>	<u>Statutory Reference</u> (HRS, PL, etc.)
1	The Lieutenant Governor acts in place of the Governor in the event of the Governor's absence from the State.		Article V, Section 4 of the Hawaii State Constitution
2	The Lieutenant Governor is also designated Secretary of State for intergovernmental relations. In this capacity, the Lieutenant Governor directs and performs varied activities which are required by law, including: name changes, authentication of documents, sale of official state publications, compilation of administrative rules, compilation of legislative acts and monitoring of state open meeting laws.	Evaluations by the Lieutenant Governor and his staff are performed to ensure projects goals are achieved. Additionally, critical functions are evaluated based on performance efficiency (i.e., constituent response times, public services, etc.) as well as constitutional and statutory obligations performed by the Office of the Lieutenant Governor.	HRS Section 26-1
3	Performs duties and undertakes projects assigned by the Governor. At this time, these duties have centered on public safety, family strengthening, innovation and economic revitalization.	In addition to the previously discussed responsibilities, the Office of the Lieutenant Governor will continue to solicit feedback and input from community, public sector, and private sector interests on issues which affect the State of Hawaii, including, but not limited to, issues related to public safety and drug control such as prevention, treatment, and law enforcement initiatives.	HRS Section 26-1
4	Provide administrative support to agencies attached to this office which include: Office of Information Practices.	Lieutenant Governor communicates and evaluates the performance of OIP consistently to ensure that OIP is achieving its core objectives.	HRS Section 26-1

Table 2

Program ID Listing of Major Activities

<u>Prog ID/Org</u>	<u>Major Activity or Activities performed</u>	<u>Priority #</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>PS \$\$\$\$</u>	<u>Other \$\$\$\$</u>	<u>MOF</u>
LTG100AA	The Lieutenant Governor acts in place of the Governor in the event of the Governor's absence from the State.	1	3	10	782,586	42,411 A	
LTG100AA	The Lieutenant Governor is also designated Secretary of State for intergovernmental relations. In this capacity, the Lieutenant Governor directs and performs varied activities which are required by law, including: name changes, authentication of documents, sale of official state publications, compilation of administrative rules, compilation of legislative acts and monitoring of state open meeting laws.	2	3	10	782,586	42,411 A	
LTG100AA	Performs duties and undertakes projects assigned by the Governor. At this time, these duties have centered on public safety, family strengthening, innovation and economic revitalization.	3	3	10	782,586	42,411 A	
LTG100AA	Provide administrative support to agencies attached to this office which include: Office of Information Practices.	4	3	10	782,586	42,411 A	

Table 3

Biennium Budget Reductions

#	<u>Description of Reduction</u>	<u>Impact of Reduction</u>	<u>Pos (P) 10</u>	<u>Pos (T) 10</u>	<u>Pos (P) 11</u>	<u>Pos (T) 11</u>	<u>MOF</u>
1	Personal Services	The amount equates to a 6% reduction from FY08 LTG100AA	1	1	1	1	51,749 A
		personal services budget. The Office of the Lieutenant Governor plans to address this reduction by reducing office staff.					
2	Other Current Expenses	The amount equates to a 20% reduction from FY08 other expenses budget. The Office of the Lieutenant Governor plans to address this reduction by minimizing other office expenditures.			10,602		10,602 A

Table 4

Biennium Budget Additions

<u>Description of Addition</u>	<u>Prog ID/Org</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>Pos (P)</u>	<u>Pos (T)</u>
None.	LTG100AA	10	10	11	11
				\$\$\$\$ 10	\$\$\$\$ 11
					MOF

Table 5

Current Year (FY09) Restrictions

Prog ID	FY09 \$\$\$	Impact	FY10 \$\$\$	FY11 \$\$\$
LTG100AA	33,140	The restriction amount equates to 4% of the Office of the Lieutenant Governor's FY09 budget. The restriction has required our office to closely scrutinize and/or eliminate office expenditures including, but not limited to, travel, equipment, supplies, postage and other miscellaneous expenses.	0	0

Table 6
Prog ID

Program Performance Results

#	Measures of Effectiveness	Direction of Success (increase/decrease)	FY07 Result	FY08 Result	FY09 Plan	FY10 Plan
1	To measure the effectiveness of programs, ongoing evaluations by the Lieutenant Governor and his staff are performed to ensure projects goals are achieved. Additionally, critical functions are evaluated based on performance efficiency (i.e., constituent response times, public services, etc.), as well as all constitutional and statutory obligations performed by the Office of the Lieutenant Governor.	Increase	The Office of the Lieutenant Governor continues to provide leadership as the Secretary of State along with the necessary administrative support in the efficient implementation of Secretary of State duties. In this capacity, the Lieutenant Governor directed and performed varied activities which are administrative, ministerial, and coordinative in nature. These activities included name change processing, administrative rules depository functions, certifications, apostilles, the posting of board and commission hearing notices, and the sale and distribution of legislative publications.	The Office of the Lieutenant Governor continues to provide leadership as the Secretary of State along with the necessary administrative support in the efficient implementation of Secretary of State duties. In this capacity, the Lieutenant Governor directed and performed varied activities which are administrative, ministerial, and coordinative in nature. These activities included name change processing, administrative rules depository functions, certifications, apostilles, the posting of board and commission hearing notices, and the sale and distribution of legislative publications.	No change.	No change.
2	In addition to the previously discussed responsibilities, the Office of the Lieutenant Governor will continue to solicit feedback and input from community, public sector, and private sector interests on issues which affect the State of Hawaii, including, but not limited to, issues related to public safety, family strengthening, innovation and economic revitalization.	Increase	The Office of the Lieutenant Governor continues to provide leadership in developing and directing the State's response to public safety and drug control such as prevention, treatment, and law enforcement. In addition, our office also engages in educational and development programs such as STEM and Robotics. Finally, the Lieutenant Governor will increasingly focus on providing leadership and direction to state programs to assist in the economic recovery and revitalization of our economy.	The Office of the Lieutenant Governor continues to provide leadership in developing and directing the State's response to public safety and drug control such as prevention, treatment, and law enforcement. In addition, our office also engages in educational and development programs such as STEM and Robotics. Finally, the Lieutenant Governor will increasingly focus on providing leadership and direction to state programs to assist in the economic recovery and revitalization of our economy.	No change.	No change.

Attachment 1

Department-Wide Summary Information (by MOF)

Fiscal Year (FY) 2009					
Act 158/08 Appropriation (a)	Restriction (b)	Emergency Request (c)	Total FY09 (a)+(b)+(c)	MOF	
828,507	(33,140)	-	795,367	A	
828,507	(33,140)	-	795,367	Total	
Fiscal Year (FY) 2010					
Act 158/08 Appropriation (d)	Collective Bargaining (e)	Reduction (f)	Additions (g)	Total FY10 (d)+(e)+(f)+(g)	MOF
828,507	58,841	(62,351)	-	824,997	
828,507	58,841	(62,351)	-	824,997	Total
Fiscal Year (FY) 2011					
Act 158/08 Appropriation (h)	Collective Bargaining (i)	Reduction (j)	Additions (k)	Total FY11 (h)+(i)+(j)+(k)	MOF
828,507	58,841	(62,351)	-	824,997	
828,507	58,841	(62,351)	-	824,997	Total

Please indicate restrictions and reductions as negative numbers, using brackets ()

Attachment 2
FY09 Proposed Emergency Requests

<u>Program ID</u>	<u>Description of Emergency Request</u>	<u>FTE</u>	<u>\$\$\$</u>	<u>MOF</u>
LTG100AA	None.			

Attachment 3

Program ID Totals

<u>Prog ID</u>	<u>Title</u>	<u>Pos 10</u>	<u>\$\$\$ 10</u>	<u>Pos 11</u>	<u>\$\$\$ 11</u>	<u>MOF</u>
LTG100	Office of the Lieutenant Governor	13.00	782,586	13.00	782,586	A

Priority	Prog ID/Org	Description	MOF	Dept FY10		Dept FY11		B&F FY10		B&F FY11		Gov FY10		Gov FY11			
				FTE(T)	\$\$\$	FTE(T)	\$\$\$	FTE(P)	FTE(T)	\$\$\$	\$\$\$	FTE(P)	FTE(T)	\$\$\$	\$\$\$	FTE(P)	FTE(T)
	LTG100AA	Delete Executive Assistant to Senior Advisor (Pos. No. 100348), and reduce other position salaries	A	(1.00)	(155,099)	(1.00)	(155,099)	(1.00)	(51,749)	(1.00)	(51,749)	(1.00)	(1,000)	(1.00)	(1,000)	(51,749)	(51,749)
	LTG100AA	Other Current Expenses	A		(10,602)		(10,602)		(10,602)		(10,602)					(10,602)	(10,602)

Attachment 5

All Positions Vacant as of 12/1/08

<u>Date of Vacancy</u>	<u>Position Title</u>	<u>Position Number</u>	<u>Exempt (Y/N)</u>	<u>Budgeted Amount</u>	<u>Actual Salary Last Paid</u>	<u>MOF</u>	<u>Prog ID</u>	<u>Authority to Hire (Y/N)</u>
07/23/08	Executive Assistant to Senior Advisor	100348	Y	40,000	2,425.00	A	LTG100	N

Attachment 6

Federal Fund Expenditures Exceeding Ceiling for FY08 and FY09 to date

<u>Prog ID</u>	<u>Appropriation Ceiling</u>	<u>Ceiling Increase</u>	<u>Date of Transfer</u>	<u>Reason for Exceeding Ceiling</u>	<u>Recurring (Y/N)</u>	<u>GF Impact (Y/N)</u>
LTG100AA				None.		

Attachment 7

List of Transfers for FY08 and FY09 to date

<u>From</u> Prog ID	<u>To</u> Prog ID	<u>Amount</u> Transferred	<u>Date of Transfer</u>	<u>Reason for Transfer</u>	<u>Recurring</u> (Y/N)
LTG100AA				None.	

Attachment 8
CIP Summary

Priority Project Title FY10 \$\$\$ FY11 \$\$\$ MOF

None.