



## OFFICE OF THE LIEUTENANT GOVERNOR

TO: Chair Donovan M. Dela Cruz  
Vice Chair Gilbert S.C. Keith-Agaran  
Members of the Senate Committee on Ways and Means

FROM: Brooke Wilson, Chief of Staff  
Office of the Lieutenant Governor

RE: Testimony for LTG 100 for the Informational Briefing: Wednesday, January 5,  
2022

### 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 his absence. Accordingly, the Lieutenant Governor must keep abreast of the actions and issues regarding the Administration to ensure he can effectively carry out the necessary functions of the office during these absences. Pursuant to Section 26-1, Hawaii Revised Statutes, 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 processing of name changes, issuing apostilles and certifications, and selling state publications. Such fees are deposited into the general fund and do not go towards funding the operation of the Lieutenant Governor's Office. Last fiscal year the Office processed 1,442 name changes and 6,307 apostilles.
- B. Section 26-1 indicates that, "governor shall identify and direct other duties as necessary to the lieutenant governor." The Lieutenant Governor was delegated under authority by the Governor to coordinate the healthcare response to COVID-19; reopen the economy via the Safe Travels Pre-Arrival Testing Program; address chronic homelessness in partnership with the private-sector and address drug addiction, housing and mental illness; and the State's

current physician shortage. Additionally, the Lieutenant Governor assists with the COVID-19 vaccines and booster coordination for the State.

### **Federal Funds**

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

### **Non-General Funds**

- D. The Office does not receive or expend non-general funds.

### **Budget Requests**

- E. The Office of the Lieutenant Governor requests an operating budget that supports the Lieutenant Governor's continued work on the COVID-19 pandemic and maintains optimal office function. LTG requests the restoration of the Senior Advisor position to bring staffing levels to proper operating levels.
- F. The Lieutenant Governor's Office requests the restoration of the Senior Advisor position that was reduced in Act 88, SLH 2021. The restoration of the Senior Advisor position restores staffing to optimal levels. The budget request supports the administrative functions of the Lieutenant Governor's Office and the special initiatives assigned by the Governor.

Department of Office of the Lieutenant Governor  
Functions

Table 1

Division	Description of Function	Activities	Prog ID(s)	Dept-Wide	Statutory Reference
				Priority	
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 administrative rules; (5) Compilation of legislative acts; (6) Posting of state open meetings agendas; and (7) Processing Commissioner of Deeds applications and appointments.	LTG100		Section 26-1, HRS 574-5, Name Changes
	The Lieutenant Governor also performs duties and undertakes projects assigned by the Governor.	The Lieutenant Governor also performs duties and undertakes projects assigned by the Governor.	LTG100		Section 26-1, HRS
	The Lieutenant Governor was delgated under authority by the Governor to coordinate the healthcare response to COVID-19; address chronic homelessness in partnership with the private-sector and address drug addiction, housing and mental illness; and the State's current physician shortage.	The Lieutenant Governor was delgated under authority by the Governor to coordinate the healthcare response to COVID-19; address chronic homelessness in partnership with the private-sector and address drug addiction, housing and mental illness; and the State's current physician shortage.	LTG100		Section 26-1(d), HRS

Department of xxx  
Department-Wide Totals

Table 2

Fiscal Year 2022					
Budget Acts Appropriation	Reductions	Additions	Emergency Appropriations	Total FY22	MOF
\$ 955,793.00				\$ 955,793.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
\$ 955,793.00	\$ -	\$ -	\$ -	\$ 955,793.00	Total
Fiscal Year 2023					
Budget Acts Appropriation	Reductions	Additions		Total FY23	MOF
\$ 955,793.00		\$ 27,000.00		\$ 982,793.00	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
\$ 955,793.00	\$ -	\$ 27,000.00	\$ -	\$ 982,793.00	Total

Department of Office of the Lieutenant Governor  
 Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted (FY22)			As budgeted (FY23)			Governor's Submittal (FY22)				Governor's Submittal (FY23)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	Percent Change of \$\$\$\$
LTG100	Office of the Lieutenant Governor	A	3.00	7.00	\$ 955,793	\$ 3	\$ 7	\$ 955,793	\$ 3	\$ 7	\$ 955,793	0	\$ 3	\$ 8	\$ 982,793	0.028249

Department of Office of the Lieutenant Governor  
 Budget Decisions

Prog ID	Sub-Org	Description of Request	MOF	Initial Department Requests						Budget and Finance Recommendations						Governor's Decision							
				FY22			FY23			FY22			FY23			FY22			FY23				
				Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$		
LTG100	AA	Restore Senior Advisor Position	A		1.00	\$ 54,000		\$ 1	\$ 54,000						1	27,000						1	27,000

Department of 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>FY22</u>			<u>FY23</u>			<u>FY21 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									

Department of Office of the Lieutenant Governor  
Proposed Budget Additions

Table 6

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept-Wide Priority	Description of Addition	Justification	MOF	FY22			FY23		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
LTG100			1	1	Restore Senior Advisor Position	Restoration of Senior Advisor Position to bring the Lieutenant Governor's Office to normal operating levels.	A	3	7		3	8	27,000



Department of Office of the Lieutenant Governor  
 FB 2020 - 2022 Restrictions

Table 7

<u>Fiscal Year</u>	<u>Prog ID</u>	<u>Sub-Org</u>	<u>MOE</u>	<u>Budgeted by Dept</u>	<u>Restriction</u>	<u>Difference Between Budgeted &amp; Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
N/A								

Department of 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>MOF</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
N/A						

Department of Office of the Lieutenant Governor  
Expenditures Exceeding Appropriation Ceilings in FY21 and FY22

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									

Department of Office of the Lieutenant Governor  
 Intradepartmental Transfers in FY21 and FY22

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										

Department of Office of the Lieutenant Governor  
 Vacancy Report as of November 30, 2021

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>
N/A																		

Positions Filled and/or Established by Acts other than the State Budget as of November 30, 2021

<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>
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N/A

Department of Office of the Lieutenant Governor  
Overtime Expenditure Summary

Table 13

Prog ID	Sub-Org	Program Title	MOF	FY21 (actual)			FY22 (estimated)			FY23 (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												

Department of Office of the Lieutenant Governor  
Active Contracts as of December 1, 2021

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	\$ 797	M	\$55,147	\$ 13,549.00	6/19/2019	7/1/2019	7/1/2023	First Hawaiian Leasing	Vehicle Lease	Monthly	N	E
LTG100	A	\$ 600	M	N/A	\$ -	3/29/2019	4/11/2019	4/11/2024	Xerox	Multifunction Copier Lease	Monthly	N	E
LTG100	A	\$ 730	M	N/A	\$ -	12/27/2017	12/27/2017	12/27/2022	Pitney Bowes	Postage Machine Lease	Quarterly	N	E



Department of 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>FY22 \$\$\$</u>	<u>FY23 \$\$\$</u>
N/A								

Department of 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>Reason</u>
N/A					





Department of Office of the Lieutenant Governor  
 American Rescue Plan Act Fund Initiatives

Table 19

<u>Prog ID</u>	<u>Amount 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>Appropriating Act or GOV</u>	<u>Is This A New Initiative Or An Enhancement To An Existing Initiative/Program</u>
					<u>From</u>	<u>To</u>			
N/A									