



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

**SYLVIA LUKE**  
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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  
Budget Decisions

Table 4

Prog ID	Sub-Org	Type of Request	Description of Request	MOF	Priority #	Initial Department Requests						Budget and Finance Recommendations						Governor's Decision					
						FY26			FY27			FY26			FY27			FY26			FY27		
						Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
N/A																							

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 &amp; 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>
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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

<u>Prog ID</u>	<u>MOF</u>	<u>Amount</u>	<u>Frequency (M/A/Q)</u>	<u>Max Value</u>	<u>Outstanding Balance</u>	<u>Term of Contract</u>			<u>Entity</u>	<u>Contract Description</u>	<u>Explanation of How Contract is Monitored</u>	<u>POS Y/N</u>	<u>Category E/L/P/C/G/S/*</u>
						<u>Date Executed</u>	<u>From</u>	<u>To</u>					
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>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>
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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>
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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																