

EXECUTIVE DEPARTMENTS

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

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

<http://ags.hawaii.gov>

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

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

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

Accounting Division

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

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

Archives Division

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

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

Audit Division

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

Automotive Management Division

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

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

Central Services Division

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

Information and Communication Services Division

The Information and Communication Services Division (ICSD) plans, coordinates, and administers statewide information processing and telecommunications services and programs, and operates an overall program for improving government efficiency and effectiveness through telecommunications and information processing technologies. It provides statewide voice, data, radio, and video communications, and networking.

ICSD operates a central information processing center, electronic mail, web page hosting for state departments, internet support services, and a video conferencing system. It also develops, operates, and maintains information, fiber optic, and radio systems for the State.

Land Survey Division

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

Public Works Division

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

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

ATTACHED FOR ADMINISTRATIVE PURPOSES

Campaign Spending Commission

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

Chief Information Officer

Pursuant to section 27-43(a), HRS, a Chief Information Officer (CIO) is appointed to a four-year term by the Governor with the advice and consent of the Senate. The CIO organizes, manages, and oversees statewide information technology (IT) governance, IT strategic plans, and technology standards. The objective of the CIO is to assist agencies in the effective, efficient, and convenient delivery of programs and services to the public through business process reengineering and IT services.

Information Technology Steering Committee

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

Information Privacy and Security Council

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

The Council develops guidelines to be considered by government agencies in deciding whether, how, and when a government agency informs affected individuals of the loss, disclosure, or security breach of personal information that can contribute to identity theft; reviews individual annual reports submitted by government agencies, pursuant to section 487N-7, HRS; and submits a summary report to the Legislature each year.

Community Council on Purchase of Health and Human Services

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

Elections Commission

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

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

¹ The Interagency Committee on Purchase of Health and Human Services is established under section 103F-201, HRS.

Office of Elections

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

Boards of Registration

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

Enhanced 911 Board

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

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

King Kamehameha Celebration Commission

The King Kamehameha Celebration Commission, established under section 8-5, HRS, consists of thirteen members who are appointed to four-year terms by the Governor with the advice and consent of the Senate. The appointments to the Commission are made from the following organizations, with at least one member from each organization: (1) Royal Order of Kamehameha I, (2) Ahahui Kaahumanu, (3) Hale O Na Alii O Hawaii Ahahui Poo, (4) Daughters and Sons of Hawaiian Warriors, (5) Kamehameha Schools Alumni Association, (6) Association of Hawaiian Civic Clubs, (7) Waimanalo Homesteaders Association, (8) Kapahulu Music Club, and (9) Papakolea Community Association. In addition, the Governor appoints one member each from the islands of Kauai, Maui, Molokai, and Hawaii.

The Commission is responsible for all arrangements for the celebration generally observed on June 11 each year to commemorate the memory of King Kamehameha I who united the Hawaiian Islands into the Kingdom of Hawaii.

Procurement Policy Board

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

State Procurement Office

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

The State Procurement Office contracts for common-use commodities for state departments and agencies and provides purchasing services to all state agencies for the procurement of specific goods, equipment, and services. The Office is responsible for the oversight of the purchase of health and human services by state agencies and provides guidance,

training, and assistance in matters related to planning, procuring, and contracting for health and human services.

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

Stadium Authority

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

State Building Code Council

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

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

State Foundation on Culture and the Arts

The State Foundation on Culture and the Arts is established under section 9-2(a), HRS. Among its duties, pursuant to section 9-3, HRS, are to: (1) assist in coordinating the plans, programs, and activities of individuals, associations, corporations, and agencies concerned with the preservation and furtherance of culture and the arts and history and the humanities; (2) establish written standards and criteria by which grant contracts are evaluated; and (3) appraise the availability, adequacy, and accessibility of culture and the arts and history and the humanities to all persons throughout the State and devise programs whereby culture and the arts and history and the humanities can be brought to those who would otherwise not have the opportunity to participate.

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

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

DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES

