



OFFICE OF THE LIEUTENANT GOVERNOR

TO: Chair Sylvia Luke
Vice Chair Ty J.K. Cullen
Members of the House Committee on Finance

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

RE: Testimony for LTG 100 for the Informational Briefing: Tuesday, January 12, 2021

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 1,453 name changes and 5,195 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 is assisting with coordination for the COVID-19 vaccines 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 Lieutenant Governor's Office is streamlined and requests no additional funding. The budget was put together with the acknowledgement of the State economy due to the COVID-19 pandemic. The budget supports the administrative functions of the Lieutenant Governor's Office and the special initiatives assigned by the Governor.
- F. 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. The loss of the Senior Advisor position will be significant, but the Office understands that adjustments must be made to balance the budget.

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 Office of the Lieutenant Governor
Department-Wide Totals

Table 2

Fiscal Year 2021				
Budget Acts Appropriation	Restrictions	Emergency Appropriations	Total FY21	MOF
\$ 927,551.00			\$ 927,551.00	A
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
\$ 927,551.00	\$ -	\$ -	\$ 927,551.00	Total
Fiscal Year 2022				
Budget Acts Appropriation	Reductions	Additions	Total FY22	MOF
\$ 955,793.00			\$ 955,793.00	A
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
\$ 955,793.00	\$ -	\$ -	\$ 955,793.00	Total
Fiscal Year 2023				
Budget Acts Appropriation	Reductions	Additions	Total FY23	MOF
\$ 955,793.00			\$ 955,793.00	A
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
\$ 955,793.00	\$ -	\$ -	\$ 955,793.00	Total

Department of Office of the Lieutenant Governor
 Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted (FY21)			Governor's Submittal (FY22)				Governor's Submittal (FY23)			
			Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$	<u>Percent Change of</u> \$\$\$\$	Pos (P)	Pos (T)	\$\$\$	<u>Percent Change of</u> \$\$\$\$
LTG100	Office of the Lieutenant Governor	A	3.00	10.00	\$ 927,551	3	8	\$955,793	0.030448	3	8	\$955,793	0.030448

Department of Office of the Lieutenant Governor
Budget Decisions

Table 4

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	Conversion of Unbudgeted Position, Senior Advisor	A		(1.00)	\$ -				\$ -			(1.00)	0					(1.00)			0
LTG100	AA	Conversion of Unbudgeted Position, Commissioner of Deeds	A		(1.00)	\$ -				\$ -			(1.00)	0					(1.00)			0

Department of Office of the Lieutenant Governor
Proposed Budget Reductions

Table 5

Prog ID	Sub-Org	Description of Reduction	Impact of Reduction	MOF	FY22			FY23			FY21 Restriction (Y/N)
					Pos (P)	Pos (T)	\$\$\$\$	Pos (P)	Pos (T)	\$\$\$\$	
LTG100	AA	Conversion of Unbudgeted Position, Senior Advisor	Loss of Unbudgeted Position	A		-1.00					
LTG100	AA	Conversion of Unbudgeted Position, Commissioner of Deeds	Loss of Unbudgeted Position	A		-1.00					

Department of 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>FY22</u>			<u>FY23</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
 FB 2019 - 2021 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 & 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 FY20 and FY21

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 FY20 and FY21

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, 2020

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		11/1/2016		120930	Administrative Assistant I	Y	NA	63	T	1.00	A	\$ -	\$ 41,004	Y	N	0		1
LTG100		1/1/2017		121120	Commissioner of Deeds Specialist	Y	NA	73	T	1.00	A	\$ -	\$ 60,000	N	N	0		2
LTG100		12/30/2019		112912	Senior Advisor	Y	NA	73	T	1.00	A	\$ -	\$ 50,004	N	N	0		3

Positions Established by Acts other than the State Budget as of November 30, 2020

<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

<u>Prog ID</u>	<u>Sub-Org</u>	<u>Program Title</u>	<u>MOF</u>	FY20 (actual)			FY21 (estimated)			FY22 (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, 2020

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	\$ 55,147.00	\$ 40,004.00	6/19/2019	7/1/2019	7/1/2023	First Hawaiian Leasing	Vehicle Lease	Monthly	N	E
LTG100	A	\$ 600	M	N/A	\$0	3/29/2019	4/11/2019	4/11/2024	Xerox	Multifunction Copier Lease	Monthly	N	E
LTG100	A	\$ 730	M	N/A	\$0	12/27/2017	12/27/2017	12/27/2022	Pitney Bowes	Postage Machine Lease	Quarterly	N	E

Department of Lieutenant Governor
 Capital Improvements Program (CIP) Requests

Table 15

<u>Prog ID</u>	<u>Prog ID</u> <u>Priority</u>	<u>Dept- 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 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
Organizational Chart
as of January 7, 2021

