



OFFICE OF THE LIEUTENANT GOVERNOR

TO: Chair Kyle T. Yamashita
Vice Chair Lisa Kitagawa
Members of the House Committee on Finance

FROM: Sylvia Luke, Lieutenant Governor

RE: Testimony for LTG 100 for the Informational Briefing: Tuesday, January 17, 2023

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 she 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 year (2022) the Office processed approximately 800 name changes, 6,785, apostilles, and 706 certifications.
- B. Although there were many challenges brought on by the COVID-19 pandemic, the office has opened its doors to the public and continues to intake and process name changes, issue apostilles and certifications, and sell state publications. The office is currently evaluating and working on ways to make these processes more efficient to better reach and serve the community.

Section 26-1 indicates that, “governor shall identify and direct other duties as necessary to the lieutenant governor.” The Lieutenant Governor has been entrusted with pre-k expansion and broadband initiatives.

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 is requesting an operating budget that will continue to support statutory responsibilities, such as the processing of name changes, issuing apostilles and certifications, and selling state publications, and will also support the shift in expectations and goals beyond the day-to-day operations and responsibilities of the office. The Lieutenant Governor has been entrusted with areas of policy, including pre-k expansion and broadband, that require additional resources to execute.
- F. The Office of the Lieutenant Governor is requesting additional positions and funds to support the office’s statutory responsibilities, initiatives, and assigned/entrusted policy areas. Since the change in administration, we have quickly learned of the importance and impact of our services on the community. The office is analyzing current workflows in an effort to create more efficient processes that will better serve those requiring our services. Additional positions and funds have been requested to assist with the current workload and modernization of these processes.

The Governor has entrusted the Lieutenant Governor with two major policy areas, pre-k expansion and broadband, and it is likely that additional policy areas will be added. To execute these initiatives efficiently and effectively, the office will require additional positions and funds. These positions will be responsible for leading, coordinating, and executing these areas of policy and any other initiatives that the Governor may assign/entrust to the Lieutenant Governor’s Office.

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 publication; (4) Compilation of administrative rules; (5) Compilation of legislative acts; (6) Posting of state open meeting agendas; and (7) Processing Commissioner of Deeds application and appointments.	LTG100		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 Pre-K expansion and Broadband.	LTG100		Section 26-1(d), HRS

Office of the Lieutenant Governor
Department-Wide Totals

Table 2

Fiscal Year 2023					
Budget Acts Appropriation	Restrictions	Additions	Emergency Appropriations	Total FY23	MOF
\$ 982,793.00				\$ 982,793.00	A
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
\$ 982,793.00	\$ -	\$ -	\$ -	\$ 982,793.00	Total
Fiscal Year 2024					
Budget Acts Appropriation	Reductions	Additions		Total FY24	MOF
\$ 1,056,359.00		\$ 734,608.00		\$ 1,790,967.00	A
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
\$ 1,056,359.00	\$ -	\$ 734,608.00	\$ -	\$ 1,790,967.00	Total
Fiscal Year 2025					
Budget Acts Appropriation	Reductions	Additions		Total FY25	MOF
\$ 1,090,240.00		\$ 734,608.00		\$ 1,824,848.00	A
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
\$ 1,090,240.00	\$ -	\$ 734,608.00	\$ -	\$ 1,824,848.00	Total

Office of the Lieutenant Governor
Program ID Totals

Table 3

Prog ID	Program Title	MOF	As budgeted (FY23)			Governor's Submittal (FY24)				Governor's Submittal (FY25)			
			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	8.00	\$ 982,793	3.00	14.00	\$ 1,790,967	0.822324	3.00	14.00	\$ 1,824,848	0.856798

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					
				FY24			FY25			FY24			FY25			FY24			FY25		
				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	Personal Services for Senior Advisor Position #112912	A			\$ 27,000			\$ 27,000									\$ 27,000			\$ 27,000
LTG100	AA	Special Assistant to the Lieutenant Governor	A													1.00	\$ 130,000		1.00	\$ 130,000	
LTG100	AA	Special Assistant to the Lieutenant Governor	A													1.00	\$ 130,000		1.00	\$ 130,000	
LTG100	AA	Special Assistant to the Lieutenant Governor	A													1.00	\$ 130,000		1.00	\$ 130,000	
LTG100	AA	Administrative Assistant V	A													1.00	\$ 93,804		1.00	\$ 93,804	
LTG100	AA	Administrative Assistant V	A													1.00	\$ 93,804		1.00	\$ 93,804	

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>FY24</u>			<u>FY25</u>			<u>FY23 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

Prog ID	Sub-Org	Addition Type	Prog ID Priority	Dept- Wide Priority	Description of Addition	Justification	MOF	FY24			FY25		
								Pos (P)	Pos (T)	\$\$\$	Pos (P)	Pos (T)	\$\$\$
LTG100	AA	AR	1	1	Personal Services for Senior Advisor Position #112912	Act 248, SLH 2022, restored the temp count for the Senior Advisor position and \$27,000 with 1/2 year funding. Requesting the other 1/2 year of salary. This request will restore the Office of the Lieutenant Governor to proper operating levels.	A			\$ 27,000			\$ 27,000
LTG100	AA	AR	2	2	Special Assistant to the Lieutenant Governor	The Lieutenant Governor's Office is re-organizing to efficiently execute areas of policy assigned/entrusted by the administration including pre-k expansion, broadband, and other policy areas. In order to re-align our resources, additional staff and time is needed to cover these important policy areas. These special assistants to the Lieutenant Governor will be responsible for leading, coordinating, and executing on the areas of policy worked on by the Office of the Lieutenant Governor.	A		1.00	\$ 130,000		1.00	\$ 130,000
LTG100	AA	AR	3	3	Special Assistant to the Lieutenant Governor	The Lieutenant Governor's Office is re-organizing to efficiently execute areas of policy assigned/entrusted by the administration including pre-k expansion, broadband, and other policy areas. In order to re-align our resources, additional staff and time is needed to cover these important policy areas. These special assistants to the Lieutenant Governor will be responsible for leading, coordinating, and executing on the areas of policy worked on by the Office of the Lieutenant Governor.	A		1.00	\$ 130,000		1.00	\$ 130,000
LTG100	AA	AR	4	4	Special Assistant to the Lieutenant Governor	The Lieutenant Governor's Office is re-organizing to efficiently execute areas of policy assigned/entrusted by the administration including pre-k expansion, broadband, and other policy areas. In order to re-align our resources, additional staff and time is needed to cover these important policy areas. These special assistants to the Lieutenant Governor will be responsible for leading, coordinating, and executing on the areas of policy worked on by the Office of the Lieutenant Governor.	A		1.00	\$ 130,000		1.00	\$ 130,000

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>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>	<u>Pos (P)</u>	<u>Pos (T)</u>	<u>\$\$\$</u>
LTG100	AA	AR	5	5	Special Assistant to the Lieutenant Governor	The Lieutenant Governor's Office is re-organizing to efficiently execute areas of policy assigned/entrusted by the administration including pre-k expansion, broadband, and other policy areas. In order to re-align our resources, additional staff and time is needed to cover these important policy areas. These special assistants to the Lieutenant Governor will be responsible for leading, coordinating, and executing on the areas of policy worked on by the Office of the Lieutenant Governor.	A		1.00	\$ 130,000		1.00	\$ 130,000
LTG100	AA	AR	6	6	Administrative Assistant V	The Lieutenant Governor's Office is re-organizing to efficiently execute areas of policy assigned/entrusted by the administration including pre-k expansion, broadband, and other policy areas. In order to re-align our resources, additional staff and time is needed to cover these important policy areas. These Administrative Assistant V's will assist the Office of the Lieutenant Governor by covering important administrative functions needed by the office to support its statutory responsibilities defined by HRS.	A		1.00	\$ 93,804		1.00	\$ 93,804
LTG100	AA	AR	7	7	Administrative Assistant V	The Lieutenant Governor's Office is re-organizing to efficiently execute areas of policy assigned/entrusted by the administration including pre-k expansion, broadband, and other policy areas. In order to re-align our resources, additional staff and time is needed to cover these important policy areas. These Administrative Assistant V's will assist the Office of the Lieutenant Governor by covering important administrative functions needed by the office to support its statutory responsibilities defined by HRS.	A		1.00	\$ 93,804		1.00	\$ 93,804

<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 & Restricted</u>	<u>Percent Difference</u>	<u>Impact</u>
N/A								

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 FY22 and FY23

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 FY22 and FY23

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, 2022

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, 2022

<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	FY22 (actual)			FY23 (estimated)			FY24 (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, 2022

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	\$ 5,579.00	6/19/2019	7/1/2019	7/1/2023	First Hawaiian Leasing	Vehicle Lease	Monthly	N	E
LTG100	A	\$ 740	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

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- 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>FY24 \$\$\$</u>	<u>FY25 \$\$\$</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>\$\$\$\$</u>	<u>Reason</u>
N/A					

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									