

EXPERIENCE

State of Hawai'i Department of Health (DOH)

First Deputy Director (7/2023-present)

- Acting Director in the absence of the Director
- Manages and provides direction to the following: Administrative Service Office, Human Resources Office, Office of Planning Policy and Program Development, Health Information Systems Office, Office of Health Status Monitoring, and the District Health Offices
- Serves as Acting Non-Discrimination Coordinator
- Evaluates DOH policies and contributes to policy decisions regarding DOH priorities
- Analyzes and develops internal administrative and procurement policies and procedures in an ongoing effort to create efficiencies while ensuring DOH is meeting its statutory and ethical obligations
- Reviews and works with human resources regarding personnel matters, including discipline, and drafting position descriptions, interviewing, and filling multiple critical vacancies
- Leads DOH budget preparation, submission, and execution
- Reviews and assists with finance, travel, and procurement issues
- Supervise management of facilities and coordination of resources

State of Hawai'i Department of the Attorney General

Supervising Deputy Attorney General, Health Division (7/2021-12/2021; 12/2022-7/2023)

- Supervised division providing legal services to DOH and reviewed and approved work product related to all DOH divisions
- Provided legal advice directly to the Director and Deputy Directors of DOH
- Reviewed all proposed legislation related to the DOH and provided input on proposals and legislative testimony

First Deputy Attorney General (12/2021-12/2022)

- Acting Attorney General in the absence of the Attorney General
- Contributed to high-level policy decisions and litigation settlements
- Directly provided advice and counsel to the Governor, executive department directors, and legislators and coordinated with various state agencies on common initiatives
- Supervised administrative services and human resources within the department, and directly managed personnel matters, including employee investigations and discipline, hiring, and initiatives to fill vacancies including creating a Recruitment and Retention Committee
- Developed department budget and strategized on department administrative initiatives
- Reviewed and developed all responses to audit requests on behalf of various State agencies
- Assisted in reorganization to stand-up the Special Investigations and Prosecutions Division and to reform the Land and Transportation Division into two separate dedicated divisions
- Analyzed all procurements and executed contracts on behalf of the department
- Reviewed and edited all department legislative testimony and Governor Reports
- Drafted, revised, and implemented department administrative policies
- Developed strategic plan and management of long-term office space and repair issues

Deputy Attorney General

Health Division (1/2021-7/2021)

- Represented the Department of Health Adult Mental Health Division, Hawaii State Hospital, and Vital Records

Commerce and Economic Development Division (9/2018-1/2021)

- Represented the Department of Agriculture Resource Management Division, Animal Industry, and Agricultural Loans Division
- Represented the Department of Commerce and Consumer Affairs Board of Private Detectives and Guards and Board of Barbering and Cosmetology

Covid Exemption Team (3/2020-12/2021)

- Responded to public inquiries and requests for travel exemptions and reviewed draft emergency proclamations related to COVID

Ning Lilly & Jones, Associate Attorney (9/2003-9/2018)

- Practiced in the following areas:
 - Commercial Litigation
 - Real Property regarding commercial and industrial leases, transfers of property, and landlord/tenant disputes
 - Employment and Labor Law (union grievance defense)
 - Probate and Trust litigation
 - Personal Injury (plaintiff and insurance defense)
 - Labor and Employment
 - Bankruptcy (trustees and creditors)

Hawai'i State Judiciary, Court Annexed Arbitration Program, CAAP Arbitrator (2010-2020)

- Presided over several civil tort cases as an arbitrator

Dwyer Schraff Meyer Jossem & Bushnell, Associate Attorney (2001-2003)

- Practiced in the following areas: Labor and Employment and commercial litigation

Hawai'i Intermediate Court of Appeals, Law Clerk to Judge Corinne K.A. Watanabe (2000-2001)

EDUCATION & LICENSE

Georgetown University Law Center, Washington, D.C. – J.D. (2000)

University of Hawai'i at Manoa, Honolulu, HI – B.A., with Honors, English, minor History (1997)

Admitted to the Hawai'i State Bar and the Federal District Court for the District of Hawai'i (2000)

OTHER

United States District Court Judicial Conference, Honolulu, HI, Attorney Delegate (2018-2022)

Hui Makaala, Past President (2009), Board of Director & Officer (2003-present)

Hawaii United Okinawa Association, Vice-President (2014-15; 2017-19); Advisor (2020-21)

Read to Me International, Board of Director and Treasurer (2017-19)