



## The Senate

STATE CAPITOL  
HONOLULU, HAWAII 96813

April 10, 2020

### MEMORANDUM

TO: All Department Heads

FROM: Senate Special Committee on COVID-19

RE: COVID-19 EMERGENCY REQUEST FOR STAFFING ASSISTANCE

Based on the COVID-19 pandemic, our Committee acknowledges that it may be necessary for your department's programs to provide services to the public beyond your normal operations. To ensure that the state can provide these critical services, the Department of Human Resources Development will assist in temporarily redeploying staff from other departments to fill your needs. If your department is currently in need of additional staff or anticipate the demand in the future should the coronavirus crisis continue to escalate, please provide the information requested in the attached form. This information will assist in planning and providing you with the necessary staff.

Please include any relevant job or work requirements, the number of staff needed, as well as any specialized skills required. Detailed descriptions will aid in the facilitation of matching available staff to your department.

The Committee appreciates your attention and efforts to date and asks that you provide responses to the questions above via email to all committee members by **10:00 a.m., Monday, April 13, 2020.**

Sincerely,

/s/ Senator Donovan M. Dela Cruz  
sendelacruz@capitol.hawaii.gov

/s/ Senator Donna Mercado Kim  
senkim@capitol.hawaii.gov

/s/ Senator Jarrett Keohokalole  
senkeohokalole@capitol.hawaii.gov

/s/ Senator Sharon Moriwaki  
senmoriwaki@capitol.hawaii.gov

/s/ Senator Michelle N. Kidani  
senkidani@capitol.hawaii.gov

/s/ Senator Kurt Fevella  
senfevella@capitol.hawaii.gov

Attachment

Cc. Senate President  
Director Ryker Wada