

**ENVIRONMENTAL MANAGEMENT COMMISSION
COUNTY OF HAWAII**

MEETING MINUTES

Wednesday, April 22, 2026

9:01 a.m. to 12:01 p.m.

West Hawai'i Civic Center – Community Meeting Hale (Building G) and Zoom

A video recording is made part of these minutes, which is available at:

https://www.youtube.com/watch?v=t3KqIP_zAJ0&t=4593s

Timestamps are provided for reference in accordance with the provisions of Chapter 92, Hawai'i Revised Statutes.

Disclaimer: *These meeting minutes were generated with assistance from AI and are intended to provide a summary of discussions. While efforts have been made to ensure accuracy, they may not capture the full context or details of the meeting. Readers are encouraged to reference official recording for clarification if needed.*

County Staff Present:

Daniel Girvan, Director of Department of Environmental Management (“DEM”); Michael Rivera, Solid Waste Division Chief; Christopher Laude, Temporary Assignment (“TA”) Wastewater Division Chief; Robin Bauman, Business Manager; Patrick Cummins, Program Manager; Kelly Hartman, Regulatory Administrator; Alex White, TA Information and Education Specialist; Ashley DeVera, Private Secretary; Sinclair Salas-Ferguson, Deputy Corporation Counsel; and Kevin Soong, Deputy Corporation Counsel.

Others Present:

Two members of the public attended via Zoom.

I. CALL TO ORDER [SEE YOUTUBE TIMESTAMP 0:33]

Chair Perez called the meeting to order at 9:01 a.m., noting that quorum was present.

Commissioner's Present:

- Jim Beets (District 1) On Zoom
- Louisa “Sasa” Anthony Lee (District 3) On Zoom
- Erica Perez (District 4) On Zoom
- Justin Canelas (District 6) In-person
- John Kometani (District 9) In-person

Vacancies:

- District 2
- District 5
- District 7
- District 8

II. INTRODUCTION OF DISTRICT 3 NEW COMMISSIONER: Louisa Lee [SEE YOUTUBE TIMESTAMP 2:31]

Chair Perez introduced Commissioner Lee from Keaukaha, who provided a short introduction.

III. APPROVAL OF MINUTES FOR January 28, 2026 [SEE YOUTUBE TIMESTAMP 3:22]

The Environmental Management Commission (“EMC”) will consider approval of the minutes from its meeting held on January 28, 2026. Chair Perez opened the item and requested a motion.

Motion 1: Commissioner Beets moved to approve the minutes, and Commissioner Kometani seconded. The motion passed with a unanimous aye voice vote.

IV. APPROVAL OF MINUTES FOR March 25, 2026 [SEE YOUTUBE TIMESTAMP 4:21]

The EMC will consider approval of the minutes from its meeting held on March 25, 2026. Chair Perez opened the item and requested a motion.

Motion 2: Commissioner Kometani moved to approve the minutes, and Vice Chair Canelas seconded. The motion passed with a unanimous aye voice vote.

V. PUBLIC STATEMENTS ON ITEMS ON THE AGENDA [SEE YOUTUBE TIMESTAMP 5:09]

There were no public statements provided at this time.

VI. UNFINISHED BUSINESS

- 1. Department of Environmental Management (“DEM”) presents their 12-month road map for implementation of Bill 83 outlining funding, draft rule changes, small business impact assessment, and coordinated review by the EMC. Bill 83 was passed by Hawai’i County Council to reduce disposable plastic or polystyrene food ware and service ware. [SEE YOUTUBE TIMESTAMP 6:16]**

Mr. Alex White presented the Bill 83 implementation roadmap. The effective date for Bill 83 is January 20, 2027. DEM has several steps to complete in preparation for implementation. The first step involved internal drafting and determining the impact of the bill. DEM drafted the initial rule set necessary to complement and implement the bill. It was determined that the bill would have an impact on small businesses; therefore, DEM is drafting a Small Business Impact Statement and is in the process of forming an advisory committee.

The advisory committee will review the bill and DEM rules and then provide feedback to ensure the rules are finalized before requesting a public hearing. Following the small business review process, the EMC will be provided with all related materials. DEM anticipates beginning the small business review process next month and presenting the materials to the EMC in June. Corporation Counsel will concurrently review all drafted materials.

The process will then move into the public notice and public hearing phases. DEM will conduct public hearings and gather additional feedback before moving into the internal approval process, including Director sign-off and final Mayoral approval. The process is expected to continue through November or December, concluding approximately one to two months before the implementation date. Vice Chair Canelas asked whether the presentation to the advisory committee would be open to the public or conducted internally. Mr. White responded that the process would be entirely internal.

Chair Perez asked how DEM planned to select advisors and determine who would participate in the effort. Mr. White explained that the focus is on small business impacts, so DEM will primarily seek participation from individuals and groups affected by the bill, as identified in the statutes, specifically members of the small business community. This includes distributors, users, and other stakeholders, with the goal of obtaining a broad range of perspectives and opinions. Mr. White noted that the selection process is still underway, and no list of participants is available at this time.

Chair Perez then asked whether the commission could help inform the selection process. Mr. White responded that there is no formal role for the EMC in the advisory committee selection process, as the EMC's involvement will occur later in the rulemaking process; however, DEM is open to receiving recommendations.

- 2. DEM will provide an update on its priority projects that are included in the Mayor's proposed Fiscal Year 2026-2027 Capital Improvements Program ("CIP") budget. [SEE YOUTUBE TIMESTAMP 11:50]**

Ms. Kelly Hartman reported that the Mayor had issued a memo outlining high-level budget priorities, including legal mandates, which were incorporated into the six-year CIP budget in coordination with Ms. Robin Bauman, Division Chiefs, and DEM Directors. She noted that Solid Waste Division priorities were primarily based on Division Chief recommendations.

Ms. Bauman explained that Bill 36 represented the Mayor's proposed CIP budget for Fiscal Year 2026–2027 and included proposed projects, funding allocations, and a five-year forecast. She noted that CIP appropriations were separate from funding allocations and remained valid for three fiscal years. DEM requested appropriations for five projects requiring additional funding: wastewater facility repair and replacement, rural transfer station repairs and enhancements, Kula'imano and Pāpa'ikou Wastewater Treatment Plant ("WWTP") rehabilitation, the Nā'ālehu wastewater system project, and Ocean View transfer station Phase 2 design. She highlighted recent projects including emergency repairs at Kalaniana'ole Avenue and Wailoa Park and improvements at the Laupāhoehoe transfer station.

Commissioner Lee asked about the annual amount requested for rural transfer stations, and Ms. Bauman responded that the request was \$2 million. Vice Chair Canelas asked whether the Ocean View transfer station design process would include public input. Mr. Michael Rivera responded that the project would be an in-house design. He noted that the previous design had included some community meetings and input, but that the current effort was looking to downsize the facility. He added that work was expected to begin in the next fiscal year. Chair Perez clarified that the requested CIP appropriations were for projects outside of initiatives already funded, which Ms. Bauman confirmed.

Ms. Bauman further explained that annual CIP requests functioned as appropriations rather than direct project funding, allowing DEM and the Department of Finance to allocate funds as project needs arose.

Mr. Chris Laude discussed the Kula'imano and Pāpa'ikou WWTP rehabilitation projects, explaining that both facilities required repairs to aging headworks systems. He noted that Pāpa'ikou also required clarifier repairs, while Kula'imano needed aeration system piping replacement. Additional maintenance needs at both facilities would be evaluated after the primary repairs were completed.

Chair Perez asked about public education efforts to reduce inappropriate items being flushed into wastewater systems. Mr. Laude agreed outreach would be beneficial and shared his prior experience with public education campaigns. Commissioner Lee referenced educational materials she had seen at a Kalaniana'ole event and expressed interest in sharing them with schools and students, including possible facility tours or

classroom discussions. Vice Chair Canelas asked about DEM's outreach budget and suggested targeted social media advertising as an effective educational tool.

Commissioner Lee also asked about wastewater applications and information related to cesspool and septic system locations within her district. Chair Perez shared that the State maintains a cesspool conversion mapping tool and that the Department of Health ("DOH") recently completed a statewide inventory of public and private wastewater systems. Chair Perez recommended continuing the discussion on education and outreach at a future meeting.

Commissioner Beets asked about remaining upgrades needed at the Pāpa'ikou and Kula'imano facilities. Mr. Laude responded that Pāpa'ikou still required clarifier work, while Kula'imano needed headworks and aeration system upgrades, along with ongoing routine maintenance.

VII. UPDATES FROM THE DEPARTMENT OF ENVIRONMENTAL MANAGEMENT (DEM)

Chair Perez asked if there was any public testimony. No public statements were provided at that time.

1. General:

a. Current staff vacancies and strategy for recruitment. [SEE YOUTUBE TIMESTAMP 43:44]

Ms. Bauman reported that the department had made significant progress in filling vacancies, with 23 positions filled since the beginning of the year, including nine new hires, 11 promotions, and three transfers. She stated that 28 positions were currently in active recruitment and highlighted six newly allocated positions, including Wastewater Equipment Operator III, Regulatory Administrator, Project Coordinator, and a Human Resources ("HR") Technician II. She also noted that two additional civil engineering positions had recently been filled. Ms. Bauman explained that the department continued using available recruitment tools and incentives, particularly for difficult-to-fill civil engineering positions.

Vice Chair Canelas asked how many vacancies remained, and Ms. Bauman responded that there were still 64 vacancies. Vice Chair Canelas suggested evaluating long-term vacant positions and reallocating salary and benefit funding to make critical positions more competitive and attractive. Ms. Bauman confirmed that reallocations were possible, noting that staffing shortages in HR had delayed updates to position descriptions and reclassifications. Vice Chair Canelas also asked whether unused salary funds could be redirected toward public education

campaigns, and Ms. Bauman responded that this was not typically done once the budget was approved.

Director Girvan stated that long-term vacancies remained a major concern and emphasized the need for changes to improve recruitment outcomes. He shared that the department had worked with HR to revise job descriptions, particularly for engineering positions. He also discussed efforts with Benson Medina, Director of Research and Development, and Hawai'i Community College to develop a one-year workforce training program for recent high school graduates that would create a pathway into County employment as entry-level trades helpers with County benefits.

Chair Perez asked about budgeting for vacant positions, and Ms. Bauman explained that the operating budget was calculated based on position salary needs, overtime, and emergency backup staffing. Commissioner Lee asked about challenges in recruiting qualified applicants. Director Girvan responded that the department had received no applicants for a Deputy Chief position. Commissioner Lee also raised concerns about lengthy hiring timelines causing applicants to accept other jobs before the process was completed. Ms. Bauman responded that the department tries to move through the hiring process as quickly as possible.

2. Solid Waste Division Updates:

a. Update on Pāhala transfer station. [SEE YOUTUBE TIMESTAMP 1:05:10]

Mr. Rivera provided a presentation on the Pāhala transfer station and discussed a sinkhole that developed in front of the chute area. He reported that the facility was closed at noon on Sunday, April 19, and excavation work began to assess the damage. While staff initially believed the issue could be more severe, the contractor determined that the problem was limited to approximately two feet of erosion near the chute area. The area was repaired using approximately 30 cubic yards of cement. Mr. Rivera added that the area was coned off and spoils were placed along the west side slopes of the facility.

Mr. Rivera also explained that the facility typically handles about 100 tons of rubbish per month. During the temporary closure, two roll-off bins were provided to minimize service disruptions, and the facility opened on both Saturdays to accommodate the community. He stated that normal operations would resume on Sunday.

b. Update on Kona Low damages. [SEE YOUTUBE TIMESTAMP 1:09:18]

Mr. Rivera reported that the island's 21 transfer stations experienced minimal damage from the recent Kona Low storms. He noted that a tree fell on the Kealakehe fence, part of the reuse tent fabric was damaged, and a fence was down in Waimea. He also shared that the department had begun receiving green waste storm debris from the Department of Public Works ("DPW") from across the island. Approximately 90 to 100 loads of green waste were expected to be transported to the West Hawai'i Organics Facility, with each load documented through photographs, license plate records, and DPW forms for reimbursement submission to Hawai'i Emergency Management Agency ("HIEMA").

Chair Perez asked whether lessons learned from the Kona Low storms could help improve proactive safety planning. Mr. Rivera responded that transfer stations already implement storm preparation procedures, including emptying containers, fueling vehicles, and coordinating security during potential shutdowns. Director Girvan added that the Mayor had encouraged a more proactive approach through regular Civil Defense meetings to prepare departments ahead of major storms. He explained that the Wastewater Division increases staffing and operational monitoring during storms due to higher water flow in collection systems, including staffing treatment plants and lift stations around the clock and ensuring generators and fuel supplies are ready. Mr. Rivera added that staff continued attending Civil Defense meetings twice weekly for ongoing storm recovery coordination.

Vice Chair Canelas raised concerns regarding Atlas Recycling suspending recycling services at Keauhou and complaints about inconsistent redemption values. Mr. Rivera stated he had not heard about the issue. Mr. White explained that Atlas had faced staffing challenges on weekends and was tentatively planning to switch service to Wednesdays for greater consistency. He also stated that no concerns had been reported regarding redemption values and noted that monthly inspections were conducted at redemption centers in coordination with DOH. Chair Perez stated that HI-5 redemption values would be placed on next month's agenda for further discussion.

At 10:20 a.m. the commission took a recess, and the meeting was called back to order at 10:32 a.m.

3. Wastewater Division Updates:

- a. Update on Mandatory Connection Rule HAR §11-62-06(b), which states that all buildings generating wastewater that are located "within or near an available public sewer system as determined by the director" must connect to that system and its application in Keaukaha and Nā'ālehu/Pāhala. [SEE YOUTUBE TIMESTAMP 1:20:19]**

Ms. Hartman explained that county wastewater requirements are governed by state law in coordination with County Code Chapter 21 (Sewers), with DEM working alongside the DOH Wastewater Branch to define service areas, availability, and connection requirements. She described that a sewer system is considered “available” when a main line and physical lateral stub-out are installed within the public right-of-way, allowing connection to private property. The County is responsible for infrastructure in public rights-of-way, while property owners are responsible for installing private laterals from the stub-out to their homes.

She noted that in Keaukaha, sewer mains are available, but connections are often delayed due to the cost burden on homeowners, particularly intergenerational Department of Hawaiian Homelands (“DHHL”) lessees. She added that the Mayor is working with DHHL on a formal agreement to address these issues. For Pāhala and Nā‘ālehu, she stated that no sewer connections are currently available and that system expansion is driven by a federal mandate to close community cesspools. The County has been conducting regular community outreach to discuss anticipated sewer fees, construction impacts, and regulatory requirements once the system becomes operational.

Ms. Hartman also reported that under the Administrative Order on Consent (“AOC”), the County is required to develop a wastewater sewer service connection expansion program plan in coordination with DPW, the Planning Department, and DOH, including potential code updates to support enforcement of connection requirements.

Vice Chair Canelas raised concerns from Pāhala residents about the financial burden of mandatory sewer connections and asked whether funding assistance would be available. Director Girvan responded that he was reviewing past County commitments and community engagement over the last several years and would return with a more detailed response after consulting with the Mayor’s Office. He confirmed that once the collection system is completed, properties will be required to connect under existing rules and that the County is working on clarifying enforcement and cost expectations.

Chair Perez asked whether grant opportunities or financial assistance programs would be considered. Director Girvan noted that past assistance programs had been presented to the community and would be revisited at a future meeting. Chair Perez suggested exploring County or grant partnerships to help offset costs at a community-wide level.

Vice Chair Canelas asked where information on past funding options could be found, and Director Girvan said prior community meeting recordings are available

on YouTube. Commissioner Beets requested clarification on sewer mains and laterals. Vice Chair Canelas asked when the draft sewer service connection expansion plan would be completed, and Ms. Hartman said the AOC requires completion by January 31, 2027. Commissioner Lee asked how the plan relates to the integrated wastewater plan and whether it includes septic and cesspool systems. Ms. Hartman explained it is a separate effort and coordination with DOH would be needed. Commissioner Lee raised concerns about system capacity and monthly costs, including how usage would be calculated. Mr. Laude deferred capacity questions to DOH because they permitted the system.

Chair Perez suggested discussing the wastewater connection fee structure at the next meeting. Ms. Hartman stated the monthly sewer fee for a single-family home is \$52, covering operations, maintenance, and treatment costs, while commercial rates are higher. Mr. Sinclair Salas-Ferguson noted that current Hawai'i County Code requires property owners near an available connection to pay a fee even if they are not connected, which Ms. Hartman confirmed.

b. Update on Department of Environmental Management's Priority Projects

1. Island-Wide Integrated Wastewater Management Plan, including Cesspool Conversion Plan, consultant extensions, and updates to contract deliverables and timeline. [SEE YOUTUBE TIMESTAMP 1:58:05]

Ms. Hartman updated the Commission on the Integrated Wastewater Management Plan, explaining it consists of two parts: the cesspool conversion plan and the facilities plan. She said the department received the first draft of the cesspool conversion plan this week and it will undergo two internal DEM reviews with a consultant workshop between revisions. The draft is expected to go to the EMC in September, then to Council in October, with community, Council, and Commission feedback incorporated into the final version. Consultants are scheduled to submit the final draft to DEM by the end of October to meet the AOC deadline of January 31, 2027.

Ms. Hartman said the facilities plan is on a separate schedule and focuses on condition assessments of existing facilities, including needed repairs, rehabilitation projects, and cost estimates. DEM expects to receive the draft in June, followed by two DEM reviews and a workshop before revisions. The draft is scheduled to go to the EMC in September, then Council, with final submission to DEM in October to meet the same January 31, 2027, deadline.

Chair Perez asked whether additional community engagement meetings or workshops would occur before the final draft. Ms. Hartman responded that at

least four community meetings were held earlier in the process to gather public priorities and feedback. She said further public input opportunities would occur during EMC and council meetings through testimony during the public review period.

Commissioner Beets asked whether DEM would review both drafts and who would participate in the review process. Ms. Hartman said reviews would involve the Wastewater Chief, Regulatory Administrator, Planner, Corporation Counsel, Finance Department, and Mayor.

2. Hilo Wastewater Treatment Plant. [SEE YOUTUBE TIMESTAMP 2:06:51]

Mr. Laude provided an update on the Hilo WWTP project, describing it as a large and complex effort with many moving parts while maintaining continuous plant operations and compliance with discharge limits. He acknowledged public frustration about the pace of visible progress but emphasized the need to proceed carefully to avoid disrupting plant operations. He said contractors are actively staging, preparing, and conducting site explorations for construction. Equipment and supplies are being ordered, including pumps, blowers, pipes, and other components, many of which require fabrication and take time to procure. Mr. Laude added that the department is developing construction schedules to coordinate project work with ongoing plant operations and contractor activities.

3. Hale Halawai Force Main Replacement pending completion September 23, 2026. [SEE YOUTUBE TIMESTAMP 2:08:54]

Mr. Laude reported that work along Hualālai Street, Aliʻi Drive, and Kuakini Highway remains on schedule, with the goal of completing the project before the Ironman competition. He said additional steps are being taken to streamline the design and construction process to ensure the timeline is met.

VIII. NEW BUSINESS

Chair Perez asked if there was any public testimony. No public statements were provided at that time.

- 1. Christopher Dipnarine from 4mycity in Baltimore will present on running a large scale commercial in-vessel composting unit in Baltimore – how it works, costs, maintenance, and details about his community food waste diversion program utilizing one of these machines. [SEE YOUTUBE TIMESTAMP 2:11:29]**

Because Mr. Dipnarine was unavailable on Zoom, Chair Perez reordered the agenda and moved on to Agenda Item VIII.3.

3. EMC discussion on the intended use, scope, format and frequency of Departmental reporting regarding its external consultants. [SEE YOUTUBE TIMESTAMP 2:13:46]

Chair Perez explained that the agenda item was intended to address questions about the large number of projects being handled by the department and to provide the Commission with an overview of the consultants working with DEM to move those projects forward. Ms. Hartman asked whether the Commission wanted a list of all consulting companies used by the department, and Chair Perez confirmed, adding that the list should include associated projects, funding sources, and reporting deadlines. Ms. Hartman asked for clarification on which projects to include, noting that DEM manages recurring annual projects, CIP projects, and legally mandated projects. Chair Perez referenced a previous one-page spreadsheet that listed consultants, project assignments, project timelines, and funding amounts. Ms. Hartman requested additional time for DEM's contract staff to prepare the information and recommended presenting it at a future EMC meeting.

Mr. Dipnarine returned to the meeting, and Chair Perez resumed discussion of Agenda Item VIII.1.

1. Christopher Dipnarine from 4mycity in Baltimore will present on running a large scale commercial in-vessel composting unit in Baltimore – how it works, costs, maintenance, and details about his community food waste diversion program utilizing one of these machines. [SEE YOUTUBE TIMESTAMP 2:17:53]

Mr. Dipnarine gave a presentation on 4MyCity, a nonprofit organization focused on environmental sustainability through food waste diversion. He explained that the organization developed a four-phase sustainability system addressing food waste and its environmental impacts.

Phase one focuses on source reduction, education, and policy initiatives, including working with municipalities and governments to create laws and programs that encourage food donation instead of disposal. The organization also works with local businesses on food waste infrastructure.

Phase two centers on food rescue and redistribution. Since launching in October 2018, 4MyCity has diverted more than 304 million pounds of food waste without purchasing food, relying primarily on donations from major distributors.

Phase three involves manufacturing biodegradable and compostable products using food waste. Mr. Dipnarine said the organization developed products such as shrink

wrap, plates, cups, utensils, takeout containers, straws, service containers, and bags, all of which recently received BPI certification.

Phase four focuses on technology and composting. The organization developed aerobic digesters that convert food waste into usable soil within 24 to 48 hours. The compost is OMRI-certified under a USDA program and regularly tested by certified laboratories. Mr. Dipnarine added that more than 7,000 residents participate in the composting program, which uses a mobile app to track and measure food scraps brought to composting facilities, allowing both users and the organization to monitor participation and diversion data.

Vice Chair Canelas asked how 4MyCity measured the amount of soil generated and redistributed, and whether the compost was supplied to farmers for reintegration into the agricultural system. Mr. Dipnarine explained that the organization tracks compost input through its mobile app, which records user data in real time. Participants each have a QR code that is scanned when they bring food scraps to a facility, where the material is weighed and logged. He reported that the program had tracked more than 114,000 pounds of residential compost.

Vice Chair Canelas clarified that he was asking about the output of the composting machines and the resulting soil that could potentially replace fertilizer for local farmers. Mr. Dipnarine responded that the compost is distributed to urban farmers in their area. He also said the organization has introduced grow kits for participants, bundling compost soil into kits to help residents start home organic gardens. In addition, he noted that the program has been tested at a local school using a smaller 150-pound composting machine that processes cafeteria waste and returns the compost to the school garden.

Chair Perez asked about the costs and staffing needed to launch and operate the composting program. Mr. Dipnarine said the organization began with a 500-pound composting machine costing about \$45,000, funded through a grant. A larger 4,000-pound machine was later acquired for about \$140,000, including shipping, through a combination of state funding and private foundation support. A third 6,000-pound machine cost approximately \$250,000 and was funded by a foundation grant. He added that a smaller 150-pound machine used at a school cost about \$25,000 to \$30,000 and was funded through a private foundation.

Mr. Dipnarine explained that the machines require relatively few employees to operate, with maintenance and volunteer support being the primary staffing needs. He said the biggest challenge is ensuring only compostable materials are placed into the system and educating participants about proper use.

Commissioner Kometani asked how many users participated in the program, and Mr. Dipnarine reported 7,266 users. When asked about the population base, he described it as very large. Vice Chair Canelas asked what percentage of collected material consisted of food service ware compared to food scraps, and Mr. Dipnarine said it was currently less than 10%.

Vice Chair Canelas requested that the topic be placed on the next agenda for further discussion and deeper review. Mr. White added that DEM also had comments regarding the subject.

IX. FUTURE AGENDA ITEMS

- 1. Commissioners and members of the public may email items for consideration on the next agenda to Chair Perez by Friday, May 1, 2026. [SEE YOUTUBE TIMESTAMP 2:47:45]**

X. ANNOUNCEMENTS

- 1. The EMC has Commissioner vacancies for Districts 2, 5, 7, and 8.**
- 2. The next meeting is scheduled for Wednesday, May 27, 2026, at the Puna Conference Room. Please contact the Board Secretary or review the agenda posted on the County Calendar within six days of the next meeting for confirmation. [SEE YOUTUBE TIMESTAMP 2:48:24]**
- 3. See current schedule for EMC for 2026.**

XI. ADJOURNMENT [SEE YOUTUBE TIMESTAMP 2:48:53]

Motion 3: Vice Chair Canelas moved to adjourn the meeting, and Commissioner Kometani seconded. The motion passed with a unanimous aye voice vote.

The meeting was adjourned at 12:01 p.m.

Respectfully Submitted,

Ashley DeVera, Secretary