



**SALARY COMMISSION**  
**CITY AND COUNTY OF HONOLULU**  
**530 South King Street, Room 202M**  
**Honolulu, Hawaii 96813**

**MINUTES OF THE COMMISSION'S FIRST MEETING:**  
**JANUARY 30, 2015**

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**1. CALL TO ORDER**

Chair Sara Buehler called the meeting to order on Friday, January 30, 2015 at 1:33 p.m. in the Council's Committee Meeting Room.

**2. ATTENDANCE**

Commissioners present at the meeting: Sara Buehler, Chair; Brian Ahakuelo; Merle Kelai; and Diane Peters-Nguyen

Commission support staff present at the meeting: Sharleen Oshiro, Executive Secretary

Commission attorney present at the meeting: Ernest Nomura, Deputy Corporation Counsel

Others present: Alan Bluemke from the Honolulu Police Department; Denise Miyahara, Lila Tom, Janine Diehl, and Cori Shinkawa, representatives from the Department of Human Resources; Scott Lawton from the Honolulu Fire Department

**3. INTRODUCTION OF COMMISSIONERS**

Chair Buehler welcomed newly appointed Commissioner Merle Kelai (Resolution 15-13) to replace Paul Oshiro, and thanked him for his willingness to serve.

**4. EXECUTIVE SESSION: CONSULT WITH COMMISSION'S LEGAL COUNSEL CONCERNING BOARD'S POWERS, DUTIES, AND LEGAL OBLIGATIONS IN SETTING SALARIES AS SET FORTH IN THE CHARTER**

At 1:35 p.m. the Commissioners unanimously voted to enter into Executive Session to consult with the Commission's legal counsel concerning the Commission's powers, duties, and legal obligations in setting salaries as set forth in the Charter.

**RECONVENE**

Chair Buehler called the meeting back to order at 1:55 p.m.

**5. APPROVAL OF MINUTES**

There was a motion by Commissioner Peters-Nguyen to approve and file the minutes of the April 29, 2014 meeting. Commissioner Ahakuelo seconded the motion. Hearing no objections from the four Commissioners present, the minutes were approved.

**6. TESTIMONY/COMMENTS FROM INVITED GUESTS AND THE PUBLIC**

There was no testimony from anyone in the audience. Representatives of HFD and HPD introduced themselves. Ms. Miyahara, in response to questioning by Chair Buehler, responded that a draft of the annual packet of information relating to the salaries of elected and appointed officials of the City and County of Honolulu will be ready within 2 weeks and will be sent to the Commission's Executive Secretary for distribution.

**7. PERMITTED INTERACTION GROUP OR AD HOC COMMITTEE AND SUNSHINE LAW REQUIREMENTS**

Chair Buehler explained that a Permitted Interaction Group (PIG) or Ad Hoc Committee consists of 3 members or less, that it must be less than quorum, and the establishment requires three meetings: 1) the first meeting is to establish the PIG; 2) the second meeting is for the PIG to present its recommendations, and 3) the third meeting is for deliberations and decision-making. If the Commission believes the PIG or Ad Hoc Committee may require doing further investigation regarding setting the salaries of those positions stated in the Charter, the Commission may vote to form a PIG or Ad Hoc Committee and may vote on who should serve on the PIG or Ad Hoc Committee if there are more than 3 volunteers. The Commission need not decide today if it wishes to establish a PIG or Ad Hoc Committee. However, in light of the suggested meeting schedule, it may be necessary to set it up today.

Commissioner Kelai moved that a PIG be established. Commissioner Peters-Nguyen seconded the motion. With four Commissioners voting in favor, a PIG was established to conduct independent research on the salaries to be set by the Commission.

Commissioners Merle Kelai, Diane Peters-Nguyen, and Kevin Sakamoto volunteered to serve on the PIG.

Chair Buehler explained the scope of the PIG is to investigate current salaries of elected and appointed City Officials identified in Section 3-122 of the Charter to determine if they are adequately compensated for work performed with a preservation of a sensible relationship with salaries of other City employees. If the PIG determines that adjustments should be made, the PIG shall make recommendations to the Commission. Each PIG member has the authority to gather information consistent with the scope of the investigation.

**8. SCHEDULING OF NEXT MEETING (PROPOSED CALENDAR FOR FUTURE MEETINGS)**

After review of the proposed calendar for future meetings, the following meeting dates have been set: Tuesday, March 17, at 1:30 p.m., and Tuesday, April 14, at 1:30 p.m. The meeting on April 14<sup>th</sup> will be the Public Hearing.

**9. ADJOURNMENT**

There being no further business, Commissioner Peters-Nguyen moved to adjourn the meeting and Commissioner Ahakuelo seconded the motion. Hearing no objections from the four Commissioners present, the meeting adjourned at 2:05 p.m.

Respectfully submitted,



Sharleen H. Oshiro  
Executive Secretary