

ETHICS COMMISSION  
**CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL  
MAYOR



CHARLES W. TOTTO  
EXECUTIVE DIRECTOR & LEGAL COUNSEL

**AGENDA**

Honolulu Ethics Commission  
**January 20, 2016 – 11:30 pm**  
Standard Financial Plaza  
Conference Room, Suite 211  
715 South King Street  
Honolulu, Hawaii 96813

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**THE PUBLIC IS ENCOURAGED TO SUBMIT WRITTEN TESTIMONY AND/OR  
SPEAK ON ANY AGENDA ITEM BELOW.**

**SPEAKER REGISTRATION**

- Prior to the Day of the Meeting: Persons wishing to testify are requested to register their name, phone number and agenda subject matter via email at [ethics@honolulu.gov](mailto:ethics@honolulu.gov); or calling 768-7787 or 768-7791.
- On the Day of the Meeting: Persons who have not registered to testify by the time the Commission meeting begins will be given the opportunity to speak on an item following the oral testimonies of the registered speakers.
- Each speaker is limited to three minute presentations on each item.

**WRITTEN TESTIMONY**

- Prior to the Day of the Meeting: Testimony may be emailed to [ethics@honolulu.gov](mailto:ethics@honolulu.gov) or faxed to 768-7768.
- On the Day of the Meeting: 10 copies are requested if written testimony is submitted on-site.

**ORDER OF BUSINESS**

- I. CALL TO ORDER
- II. NEW BUSINESS

- A. For Action: Motion to Approve the Open Session Minutes of the December 16, 2015 Meeting.
  - B. Nomination and Vote for Chair and Vice Chair for Calendar Year 2016.
  - C. Executive Director and Legal Counsel's Administrative Report.
    - 1. Reports from Staff Members.
    - 2. General Statistics: Complaints and Requests for Advice as of the end of last month.
    - 3. Additional Workload Statistics.
    - 4. Current Fiscal Year Issues.
    - 5. Fiscal Year 2017 Budget.
    - 6. Ethics Training Program.
    - 7. Minutes of the February through June 2015 Commission Meetings.
    - 8. Sunshine Law Training for Commission Members.
    - 9. Report on the Ethics Commission's Proposed Charter Amendment Before the Charter Commission, and Other Proposals Affecting the Ethics Laws.
    - 10. Annual Reports.
    - 11. Gift Guide Newsletter.
    - 12. Staff's Priorities for FY16 – FY17.
  - D. For Discussion: Potential Amendments to Commission's Rules of Procedure, Including Contested Case Pre-Hearing and Hearing Procedures.
  - E. For Discussion: Potential Changes to the Commission's Guidelines on Gifts.
- III. EXECUTIVE SESSION (The following agenda items will be reviewed in executive session pursuant to Section 92-5(a)(2), Hawaii Revised Statutes (HRS), to consider the hire, evaluation, dismissal, or discipline of an officer or employee or of charges brought against the officer or employee, where consideration of the matters affecting privacy will be involved; HRS Section 92-5(a)(4), to consult with the Commission's attorney on

questions and issues pertaining to the Commission's powers, duties, privileges, immunities and liabilities; or HRS Section 92-5(a)(8) to deliberate or make a decision upon a matter that requires consideration of information that must be kept confidential pursuant to state or federal law or court order.)

- A. For Action: Pursuant to HRS Sec. 92-5(a)(2) (a)(4) and (a)(8), Motion to Approve the Minutes of the Executive Session of the December 21, 2015 Meeting.
- B. For Discussion: Pursuant to HRS Sec. 92-5(a)(2) (a)(4) and (a)(8), Regarding the Hire, Evaluation, Dismissal, or Discipline of an Officer or Employee to Consider the Independent Investigator's Report of Commission Office Conditions, Including Management, Personnel and Procedures.
- C. For Discussion: Pursuant to HRS Sec. 92-5(a)(2) (a)(4) and (a)(8), Processing Ethics Complaints Against Certain City Agency Personnel.
- D. For Action: Pursuant to HRS Sec. 92-5(a)(2) (a)(4) and (a)(8), Request to Permit Staff to Communicate with a Non-Staff Person Regarding Certain Ethics Matters.

#### IV. ADJOURNMENT