



**ETHICS COMMISSION  
MEETING  
EDLC REPORT**



Kapālama Hale  
March 15, 2017

## II.B.1. STAFF WORK REPORTS SUMMARY

### Legal Clerk III

- Finalized AOs, letters, complaint forms, revised guidance, EC meeting materials
- Processed intake for cases, requests for advice, financial disclosure, lobbyist forms
- Coordinating w/ DIT for conference room calendaring, digital message board



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## II.B.1. STAFF WORK REPORTS SUMMARY

### Legal Clerk I

- Compiled, graphed EC statistics
- Processed financial disclosure and lobbyist forms, uploaded info/data to website
- Updated website, working on redesign
- Managing Mindflash training, working w/ DIT on development of City ethics training app



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## II.B.1. STAFF WORK REPORTS SUMMARY

### Po`okela Fellow

- Processed financial disclosure and lobbyist forms, uploaded info/data to website
- Updated website, working on redesign

### MPA Intern

- Redrafted EC guidance, organized AOs
- Researching, developing draft rules



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## II.B.1. STAFF WORK REPORTS SUMMARY INVESTIGATOR

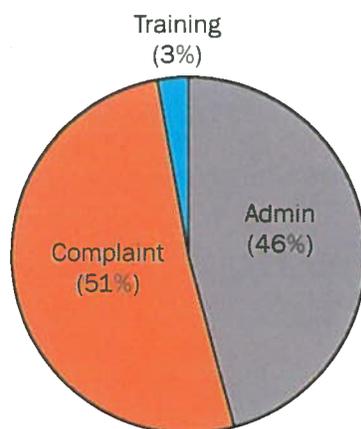
- Managing case load (intake, interviews, investigation, research & analysis, drafting investigative reports, correspondence)
- Developing triage/intake, case management process, process flowcharts, procedures



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## II.B.1. STAFF WORK REPORTS SUMMARY INVESTIGATOR



### II.B.1. STAFF WORK REPORTS SUMMARY ASSOCIATE LEGAL COUNSEL

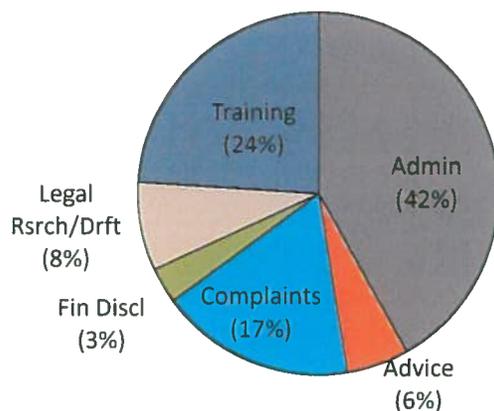
- Developed Mindflash training for board & commission members, cont'd work with DIT to develop City ethics training app
- Managing cases, requests for advice; indexed, reorganized, finalized AOs
- Developing case management process
- Handling ongoing admin responsibilities



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### II.B.1. STAFF WORK REPORTS SUMMARY ASSOCIATE LEGAL COUNSEL



## II.B.2. STATISTICS – COMPLAINTS

FY2017

1<sup>st</sup> Quarter: 26 (25 in FY2016)

2<sup>nd</sup> Quarter: 17 (31 in FY2016)



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## II.B.2. STATISTICS – REQUESTS FOR ADVICE

FY2017

1<sup>st</sup> Quarter: 31 (78 in FY2016)

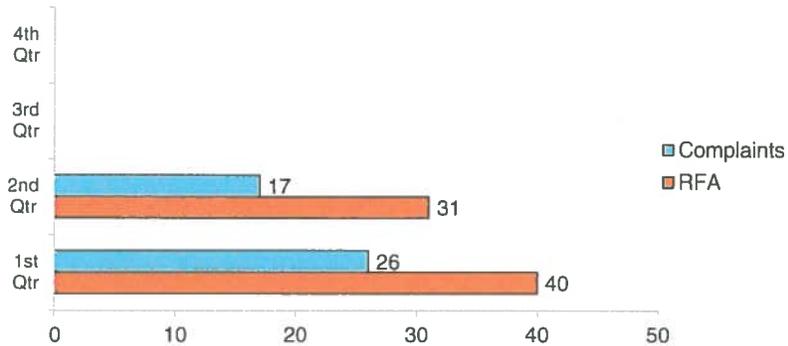
2<sup>nd</sup> Quarter: 40 (42 in FY2016)



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### COMPLAINTS AND REQUESTS FOR ADVICE, FY2017 (by quarter)



### II.B.2. STATISTICS – FINANCIAL DISCLOSURES

CLERK'S OFFICE

Councilmembers

Mayor

Cabinet

ETHICS COMMISSION

EForm – Employees,  
Officers (383)

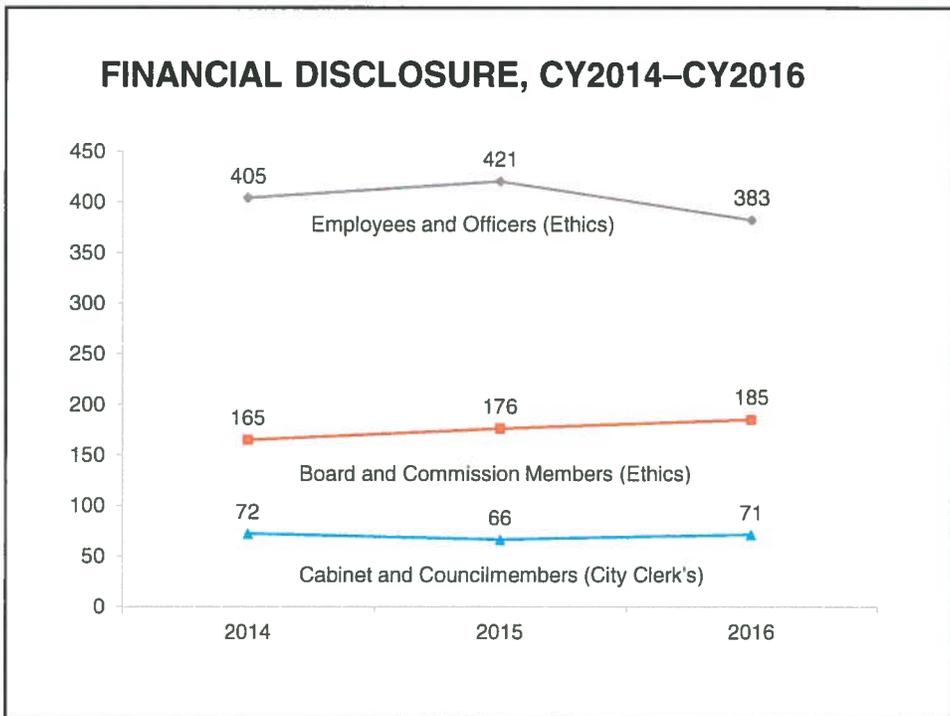
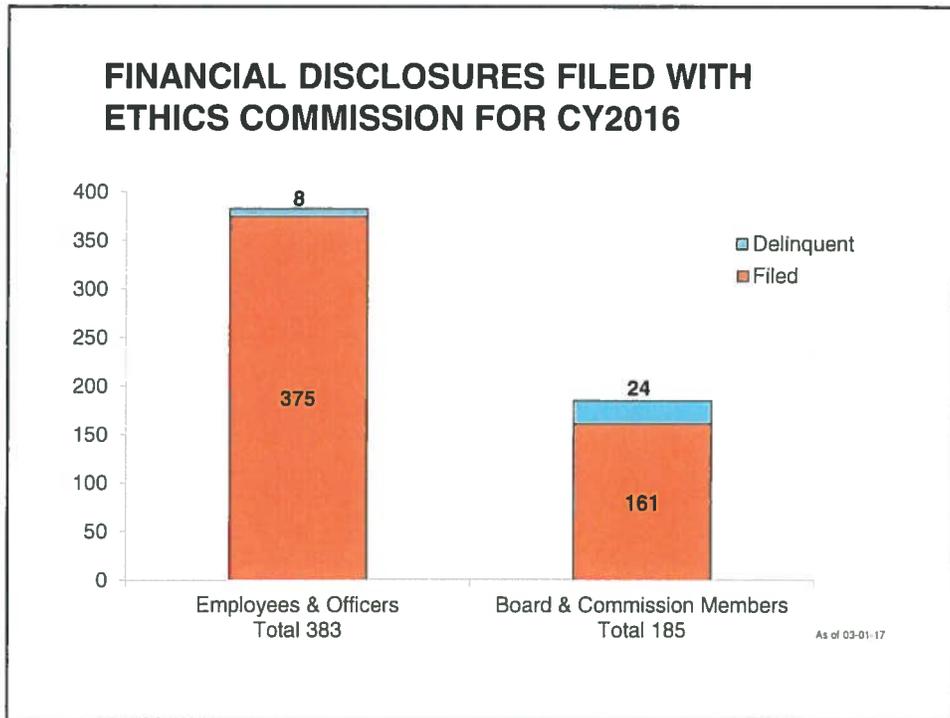
PDF – Board & Commission  
Members (185)

71

568



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## II.B.2. STATISTICS – LOBBYISTS

REGISTRATION

ANNUAL REPORT

Hardcopy Filing (PDF)

Hardcopy Filing (PDF)

97

179



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## LOBBYIST REGISTRATION AND ANNUAL REPORTS, CY2013-CY2016



## II.B.2. STATISTICS - FINANCIAL DISCLOSURE, LOBBYIST FILING TOTALS

### Financial Disclosure

- Clerk's Office (71)
- Ethics Commission (568)

### Lobbyist

- Lobbyist Registration (97)
- Annual Report (179)

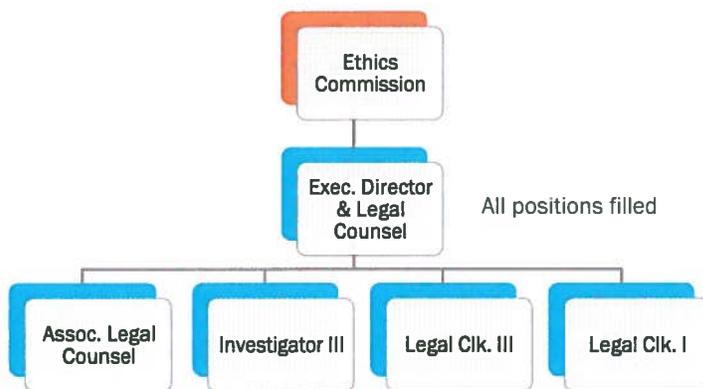
Total: **915**



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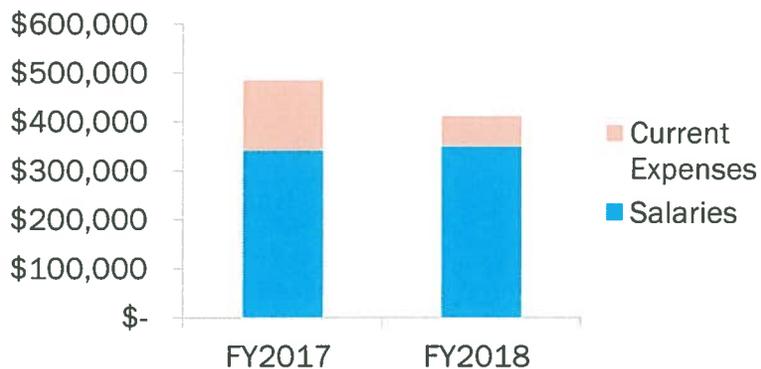
## II.B.3.b. BUDGET - FY2018 OPERATING BUDGET



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### II.B.3.b. EXPENDITURES BY TYPE, FY2017–FY2018



Note: Current expenses reduced by office rent (handled by DFM)  
Salary increases for merit pay, collective bargaining

### II.B.4. ETHICS TRAINING PROGRAM

Pilot Program launched to Legislative Branch

- Office of the City Clerk: Done (25/25)
- Office of Counsel Services: Pending (17/19)\*
- Office of the City Auditor: Pending (12/14)\*

\*As of March 3, 2017



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## II.B.4. ETHICS TRAINING PROGRAM

### Board and Commission Members

- Mindflash presentation developed
- Available for new member training
- Available for member re-training



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## II.B.4 ETHICS TRAINING PROGRAM

### FY2018 Goal

- Train **ALL** City employees and officers
  - ~ 5000 desktop
  - ~ 4500 group
  - ~ **9500 TOTAL**



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## II.B.7. LEGISLATION - DISCUSSION

Circumstances under which the Honolulu Ethics Commission might testify on legislation

- Amend jurisdiction?
- Establish or amend ethics policy?
- Authorize one member to speak for the Commission?
- Other?



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## QUESTIONS?

Honolulu Ethics Commission  
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~MAHALO~



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