

ETHICS COMMISSION  
**CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL  
MAYOR



CHARLES W. TOTTO  
EXECUTIVE DIRECTOR & LEGAL COUNSEL

March 11, 2016

TO: CHAIR VICTORIA MARKS, VICE CHAIR MICHAEL LILLY AND  
MEMBERS OF THE ETHICS COMMISSION

FROM: LAURIE A. WONG-NOWINSKI, ASSOCIATE LEGAL COUNSEL FOR CHUCK W.  
TOTTO, EXECUTIVE DIRECTOR AND LEGAL COUNSEL *lw*

SUBJECT: **3.16.2016 Ethics Commission Meeting Agenda Item B (Executive Director and Legal  
Counsel's Report)**

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**1. Work Reports from Staff Members.**

- a. Legal Clerk III Lisa Parker and Legal Clerk I Krissy Bigornia. Please see attached **Exhibit "A."**
- b. Investigator Bill Shanafelt. Please see attached **CONFIDENTIAL Exhibit "B."**
- c. Associate Legal Counsel Laurie Wong. Please see attached **CONFIDENTIAL Exhibit "C."**
- d. Executive Director and Legal Counsel, Chuck Totto. Data unavailable.

**2. General Statistics.**

- a. Complaints and Requests for Advice as of the end of last month. Please see attached **Exhibit "D."**
- b. New Employee Ethics training:
  1. 2.8.2016 session – 56
  2. 3.7.2016 session – 84
  3. TOTAL: 140 trained from 2.1.2016-3.11.2016.
- c. Specialty Ethics Training (Community Development Block Grant) 3.8.2016 – 10
- d. Website hits from 2.1.2016-2.19.2016: 454

**3. FY 2017 Budget Status.**

On March 9, 2016, Chair Marks attended the Budget Committee meeting. Some issues that surfaced during budget committee preparation: Assistant EDLC position is authorized, but vacant and not funded. There is also a deficit in our budget for the current quarter; there will also be a deficit for the fourth quarter if we do not strictly adhere to our line item budget. Please see attached **Exhibit "E."** As such, items such as Westlaw, Clear, Stamps.com, Mindflash, training handouts (pens and notepads) have all been discontinued.

Please see Chair Marks' submitted testimony and our current budget report that is being considered before counsel attached as **Exhibit "F."** The Committee asked if we were getting additional space because of the increase in rent. After responding no, that we were getting either the same or less space, the Committee asked Donna Leong to find out more detail about administration's plan for Kapalama Hale.

#### **4. Financial Disclosure Compliance Status.**

- a. Board and Commission members outstanding: 7
- b. City employees outstanding: 7

#### **5. All-Employee Ethics Training Program.**

Associate Legal Counsel, completed a pilot program for Mindflash training that included handouts, training slides and video, quiz, and survey. I invited 18 people to test the pilot program; 13 people completed the training, quiz and survey; 2 people are in the process of completing the program and 3 people have not started the program. All responses have been positive.

Due to insufficient funds, the Mindflash program will be put on hold until next fiscal year.

#### **6. Report on the Ethics Commission's Proposed Charter Amendment Before the Charter Commission, and Other Proposals Affecting the Ethics Laws.**

The Permitted Interaction Group may provide the status update at the meeting.

#### **7. Quarterly Newsletter.**

On 2.24.2016, EDLC, sent out a Gift flyer to all City and County of Honolulu Directors and Secretaries to distribute to their staff.

The 4<sup>th</sup> quarter of this fiscal year is from April 1, 2016-June 30, 2016. Any ideas for the 4<sup>th</sup> quarter newsletter are welcomed.

Should you have any questions on these matters, please contact me.