

WELCOME TO THE ETHICS COMMISSION MEETING

Please sign in at the testimony table.

As a courtesy, please silence your cell phone.



Date: December 19, 2018
Time: 11:30 a.m.
Place: Kapālama Hale
925 Dillingham Boulevard
1st Floor Conference Room

ORDER OF BUSINESS

I. Call to Order, Public Notice, Quorum



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II. NEW BUSINESS

A. Chair's Report

1. Announcements, Introductions, Correspondence, and Additional Distribution



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II.A. CHAIR'S REPORT (cont'd)

2. For Action: Approval of Open Session Minutes of November 14, 2018
3. For Action: Approval of Executive Session Minutes of November 14, 2018

[exec/session if needed, HRS §92-5(a)(4)]



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II.A. CHAIR'S REPORT (cont'd)

4. For Action: Nomination and Vote for Chair and Vice Chair, Calendar Year 2019

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II.B. EXECUTIVE DIRECTOR AND LEGAL COUNSEL'S (EDLC) REPORT

1. Staff Work Reports Summary

- Senior Clerk
- Legal Clerk III (TA)
- Investigator
- Associate Legal Counsel



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II.B.1. STAFF WORK REPORTS – HIGHLIGHTS SENIOR CLERK

- Assisting with EC meeting administration, clerk functions; website updates, uploads; purchasing laptop, software
- Lobbyists – finalized FAQs; created lists; processing, filing forms; fielding, logging inquiries
- Conducting PAC research, assisting investigations
- Summarizing Advisory Opinions



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II.B.1. STAFF WORK REPORTS – HIGHLIGHTS LEGAL CLERK III (TA)

- Processing meeting minutes/materials, case intake, UIPA log; compiling FY18 data for Service Efforts report; assisting with office budget
- Assisting investigations, drafting correspondence
- Managing inventory, front-office, phones
- Updating, uploading website content
- Financial disclosures – processing forms; fielding, logging inquiries



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II.B.1. STAFF WORK REPORTS – HIGHLIGHTS INVESTIGATOR

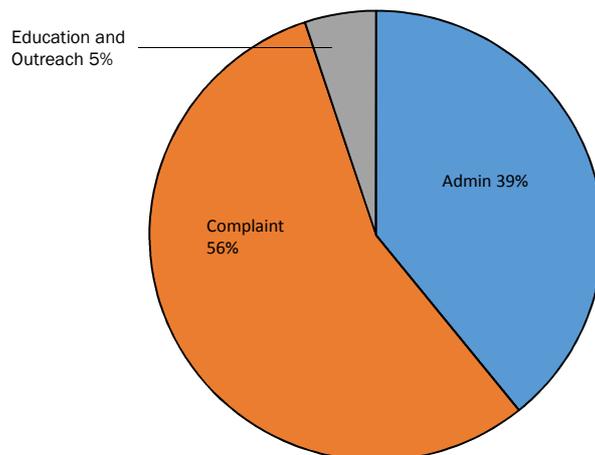
- Managing case load, attending case management meetings
- Working with ALC, creating SOPs, templates for investigations, reports
- Assisting holiday outreach via Twitter, Ethics Elf on the Shelf; follow-up emails to departments



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II.B.1. STAFF WORK REPORTS SUMMARY INVESTIGATOR



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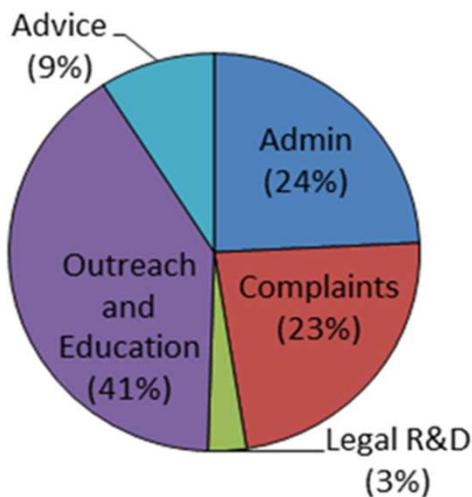
II.B.1. STAFF WORK REPORTS – HIGHLIGHTS ASSOCIATE LEGAL COUNSEL (ALC)

- Leading case management meetings; creating case SOPs, templates, Advisory Opinion compendium, index/database
- Investigating, prosecuting cases, strategy, training INV, LC III
- Drafting financial disclosures legislation; conducting multi-jurisdictional research for EC law, other revisions
- Handling requests for legal advice
- Training and outreach – drafting newsletter, holiday Ethics Elf Twitter content, new biennium curriculum



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



II.B.2 STATISTICS

a. Website Sessions

- November 2018 - 343



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II.B.2 STATISTICS (cont'd)

b. Financial Disclosure

- Filing Deadline - January 31, 2019

c. Lobbyist Registration, Annual Report

- Filing Deadline - January 10, 2019

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II.B.3 BUDGET

b. FY2020 Operating Budget Request

Meeting: Managing Dir, Budget Dir

New Date: December 27, 2018

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II.B.4. EDUCATION AND OUTREACH

a. Ethics Training Program (FY19–FY20)

- *How Humor Can Help Your Ethics & Compliance Program, Compliance Week*
- Developing biennial curriculum
- Working w/ City IT Dept. to host board, commission member training on non-domain (private) user interface



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II.B.4 EDUCATION AND OUTREACH (cont'd)

b. Twitter – Holiday Outreach

- Elfy, the Ethics Elf
- Objective: to spread integrity and good cheer throughout City government
- Photographed employees, included most City agencies
- Almost daily tweet
- <https://twitter.com/HonEthicsComm>

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II.B.4 EDUCATION AND OUTREACH (cont'd)

c. Newsletter – *The Compass: Navigating Ethics for the City and County of Honolulu* (December 2018)

d. Gift Quick Reference Guide

e. Media Interaction

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II.B.5 LEGISLATION

a. Financial Disclosures

- Clarify reporting year

b. Lobbyists

- Delete notary requirement

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IV. STRATEGIC PLANNING

A. Standards of Conduct – Translation

- Title VI – language access to programs and services (online translation, e.g., Google Translate, not sufficient)
- Title VII – employment non-discrimination mandate (Human Resources is lead agency)
- Departmental “Language Access Plans”
- “I speak” cards, “point here” posters



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IV. STRATEGIC PLANNING

A. Standards of Conduct – Translation (cont'd)

- Interpretation, translation services procured by some agencies but hardly used
- City has not established a need to communicate other than in English
- City employees able to speak, understand English at a level comparable with applicable job duties



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V. ADJOURNMENT

Next Meeting: February 20, 2019

Website: www.honolulu.gov/ethics Email: ethics@honolulu.gov

 Twitter: @HonEthicsComm



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