

**ETHICS COMMISSION
CITY AND COUNTY OF HONOLULU**

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KIRK CALDWELL
MAYOR



JAN K. YAMANE
EXECUTIVE DIRECTOR
AND LEGAL COUNSEL

AGENDA

Date: December 19, 2018

Time: 11:30 a.m.

Place: Kapālama Hale
1st Floor Conference Room
925 Dillingham Boulevard
Honolulu, Hawai'i 96817

**MEMBERS OF THE PUBLIC ARE ENCOURAGED TO SPEAK
AND/OR SUBMIT WRITTEN TESTIMONY ON ANY AGENDA ITEM**

ORDER OF BUSINESS

- I. Call to Order, Public Notice, Quorum
- II. New Business
 - A. Chair's Report
 1. Announcements, Introductions, Correspondence, and Additional Distribution
 2. For Action: Approval of Open Session Minutes of November 14, 2018
 3. For Action: Approval of Executive Session Minutes of November 14, 2018
The Commission may convene an executive session pursuant to Section 92-5(a)(4), Hawaii Revised Statutes (HRS), to consult with the Commission's attorneys regarding questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities.
 4. For Action: Nomination and Vote for Chair and Vice Chair, Calendar Year 2019
 - B. Executive Director and Legal Counsel's Report

1. Staff Work Reports Summary
 2. Statistics
 - a. Website Sessions, November 2018
 - b. Financial Disclosure Filings – Update
 - c. Lobbyist Registrations, Annual Reports – Update
 3. Budget
 - a. FY2019 Operating Budget – None
 - b. FY2020 Operating Budget Request – Update
 4. Education and Outreach
 - a. Ethics Training Program (FY19–FY20) – Update
 - i. *How Humor Can Help Your Ethics & Compliance Program*, Compliance Week
 - b. Twitter – Holiday Outreach – Update
 - c. Newsletter – *The Compass: Navigating Ethics for the City and County of Honolulu* (December 2018)
 - d. Gift Quick Reference Guide
 - e. Media Interaction
 5. Legislation
 - a. Financial Disclosures – Clarify Reporting Year
 - b. Lobbyists – Delete Notary Requirement
 6. Education Opportunities – Commissioners and Staff – None
- III. Executive Session – None
- IV. Strategic Planning
- A. Standards of Conduct – Translation – Update
- V. Adjournment – Next Meeting: February 20, 2019

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; or by calling 768-9242.

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 a three-minute presentation on each item.

WRITTEN TESTIMONY

Prior to the Day of the Meeting: Testimony may be emailed to ethics@honolulu.gov or faxed to 768-7768.

On the Day of the Meeting: Submit 10 copies of written testimony to Commission staff.

Individuals who require special needs accommodations are invited to contact the Honolulu Ethics Commission at 768-9242, via facsimile at 768-7768, or email ethics@honolulu.gov at least **4 working days** in advance of the meeting.

All handouts will be posted at www.honolulu.gov/ethics/meetings.html