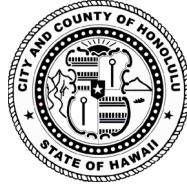


**ETHICS COMMISSION**  
**KOMIKINA LAWENA HANA KŪPONO**  
**CITY AND COUNTY OF HONOLULU**

'24JUN12 PM 12:02 CITY CLERK

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MEIA



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PO'O HO'OKO A ME KE A'OA'O LOIO

LAURIE WONG-NOWINSKI  
ASSISTANT EXECUTIVE DIRECTOR  
AND LEGAL COUNSEL  
KŌKUA PO'O HO'OKO A ME KE A'OA'O LOIO

**AGENDA**

Date: Wednesday, June 19, 2024

Time: 11:30 a.m.

Location: Kapālama Hale Conference Room 153  
925 Dillingham Boulevard

AND VIA

Webex: Meeting Link:

<https://cchnl.webex.com/cchnl/j.php?MTID=mab81e913d40483ace9486398d9a89a3d>

Meeting Number (Access Code): 2496 413 7840

Meeting Password: ECmeeting (32633846 from phones and video systems)

Join by phone 1-408-418-9388

You may testify in person, during the video conference, or submit written testimony in advance of the meeting via e-mail, fax, or mail. To avoid excessive noise/feedback, please mute your microphone except to testify. Meetings will be recorded.

Each speaker is limited to a three-minute presentation on each item.

**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 April 17, 2024

B. Executive Director and Legal Counsel's Report

1. Staffing – Update
  - a. Office Renovation

- b. Work Reports Summary
- c. Recruitment – Legal Clerk, Associate Legal Counsel
- 2. Statistics
  - a. Financial Disclosure Filings – No Update
  - b. Lobbyist Filings – No Update
  - c. Requests for Advice – Update
  - d. Investigations – Update
- 3. Budget – Update
  - a. Executive Operating Budget (FY24)
  - b. Executive Operating Budget (FY25)
- 4. Education and Outreach – Update
  - a. Ethics Training Program
    - i. All City Employee Mandatory Ethics Training (CY23–CY24)
    - ii. Board and Commission Member Mandatory Ethics Training (CY23–CY24)
    - iii. Specialized Ethics Train the Trainer Session – Department of Parks and Recreation, District 4 Recreational Directors, May 10, 2024 – Report
    - iv. Specialized Ethics Training – Building Board of Appeals, Department of Planning and Permitting, June 21, 2024
  - b. Pop-up Events
    - i. Honolulu Hale, May 15, 2024 – Report
    - ii. Fasi Municipal Building (FMB), August 28, 2024
    - iii. Kapolei Hale, October 9, 2024
  - c. E-newsletter, Brochures
    - i. Back of Paystubs (BOPs) – To Ethics and Beyond: City Ethics Guide for Outside Employment
  - d. Ethics WordPress Website – Report
- 5. Legislation – Update
  - a. Bill 23 (2024), CD1 – Relating to Gifts to City Officers and Employees
  - b. Salary Commission Resolutions
- 6. Education Opportunities (Commissioners and Staff)
  - a. COGEL Connect (Virtual)
    - i. Training Edition, May 2, 2024 – Report
    - ii. Sniffing for Cooked Books: Public Campaign Financing Enforcement, May 9, 2024 – Report

- iii. Training Edition, June 13, 2024 – Report
- iv. Freedom of Information (FOI) Roundtable, June 20, 2024
- v. Hot Ethics Topics This Summer, July 18, 2024
- vi. Campaign Finance Roundtable, August 15, 2024
- vii. Training Edition, August 29, 2024
- b. Society of Corporate Compliance and Ethics (SCCE) 23<sup>rd</sup> Annual Compliance and Ethics Institute, September 22–25, 2024 (Grapevine, TX)
- c. Council on Governmental Ethics Laws (COGEL) 2024 Annual Conference, December 8–11, 2024 (Los Angeles, CA)

### III. Strategic Planning – No Update

- A. Permitted Interaction Groups to Review Strategic Plan Top Priorities
  - 1. Permitted Interaction Group – Conflict of Interest (Commissioners Marks, Suemori)
- B. Unfinished Business
  - 1. Legislative Drafting
    - a. Financial Disclosures

### IV. Executive Session Determination

- A. For Discussion and Action: Should the Ethics Commission Exercise Its Discretion to Consider the Executive Director and Legal Counsel Annual Evaluation

### V. Executive Session (The following agenda item will be reviewed in executive session pursuant to Hawaii Revised Statutes (HRS) Section 92-5(a)(2), 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 matters affecting privacy will be involved.)

- A. For Discussion: Executive Director and Legal Counsel Annual Evaluation

### VI. Adjournment

- A. Next Meeting: Wednesday, August 21, 2024

### **SPEAKER REGISTRATION**

Prior to the Day of the Meeting: Persons wishing to testify are requested to register their name, phone number, and agenda item via email at [ethics@honolulu.gov](mailto:ethics@honolulu.gov); or by calling (808) 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 oral testimonies of registered speakers. Each speaker is limited to three-minutes 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 (808) 768-7768.

On the Day of the Meeting: Submit 10 copies of written testimony to Commission staff at 925 Dillingham Blvd., Suite 190, Honolulu, Hawai'i 96817.

*If you need an auxiliary aid/service, other accommodation due to a disability, or an interpreter for a language other than English, please call the Honolulu Ethics Commission at (808) 768-9242 between 7:45 a.m. and 4:30 p.m. or send an email to [ethics@honolulu.gov](mailto:ethics@honolulu.gov) at least four (4) business days before the scheduled meeting. Without sufficient advanced notice, it may not be possible to fulfill requests.*

*All handouts will be posted at [www8.honolulu.gov/ethics/meetings.html](http://www8.honolulu.gov/ethics/meetings.html)*