

WELCOME TO THE ETHICS COMMISSION MEETING

Please sign in at the testimony table.

As a courtesy, please silence your cell phone.



Date: August 16, 2017
Time: 11:30 a.m.
Place: Kapālama Hale
925 Dillingham Boulevard
1st Floor Conference Room

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ORDER OF BUSINESS

I. Call to Order, Public Notice, Quorum



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II. NEW BUSINESS

II.A. Chair's Report

1. Announcements, Introductions, Correspondence, and Additional Distribution



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II.A. CHAIR'S REPORT

2. For Action: Approval of Open Session Minutes of July 19, 2017
3. For Action: Approval of Executive Session Minutes of June 21, 2017
Minutes of July 19, 2017

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



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

1. Staff Work Reports Summary



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

- Administering city purchasing credit card (pCard)
- Processing intake for cases, requests for advice, litigation, correspondence, meeting materials, other administrative tasks
- Coordinating online ethics training, conference room use, motorpool car use
- Finalized training memos, strategic plan letters
- Completed online computer training
- Scheduling meetings



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II.B.1. STAFF WORK REPORTS – HIGHLIGHTS LEGAL CLERK I

- Finalizing ethics training, working w/ Dept. of Information and Technology (DIT)
- Archiving files, cases, filings (6 of 14 done; 8 of 14 pending)
- Updating, redesigning, refreshing website
- Assisting with investigations, case management
- Completed online training, Reid interview training



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II.B.1. STAFF WORK REPORTS – HIGHLIGHTS

Law School Interns (2)

- Project – Advisory Opinion Compendium Database
 - ✓ 65/203 opinions summarized
 - ✓ Anticipate completion by Sept. 1, 2017



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

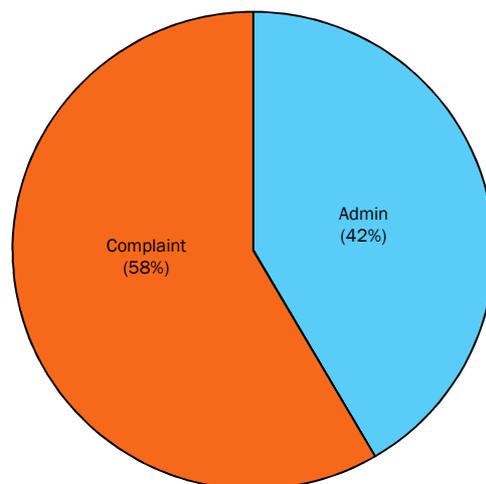
- Managing case load (interviews, investigation, research/analysis, reporting)
- Developing triage/intake, case management process, process flowcharts, procedures
- Researching case management databases



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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)

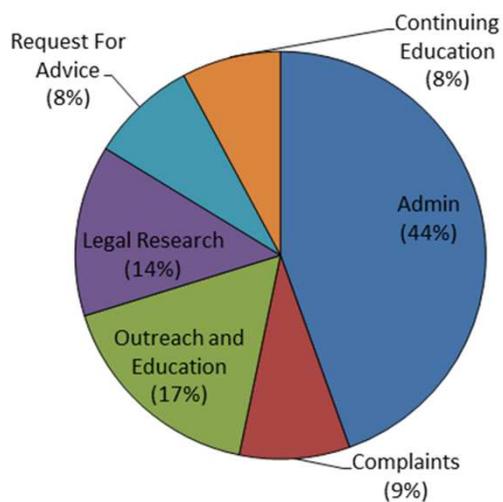
- Finalizing DIT ethics training application
- Managing cases, requests for advice
- Developing Standard Operating Procedures, forms, templates, case management database and processes
- Conducting strategic planning, other research
- Overseeing interns, reviewing work
- Handling ongoing admin responsibilities; preparing case status reports; attending online training



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



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II.B. EDLC REPORT (cont'd)

2. Statistics – website sessions

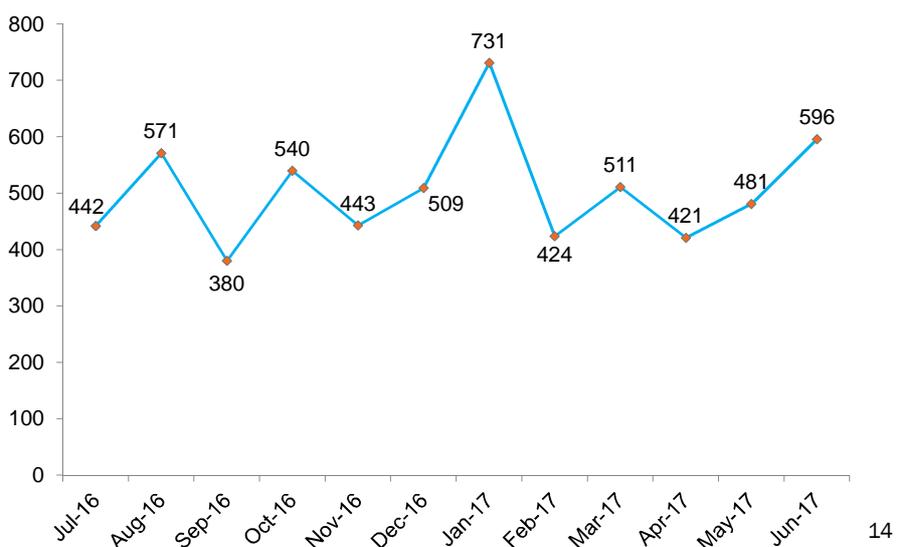
- July 2017 - 530



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II.B.2. STATISTICS WEBSITE SESSIONS, FY2017 (by month)



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II.B. EDLC REPORT (cont'd)

3. Budget

- a. Fiscal Year (FY) 2018 Operating Budget
- b. FY2019 Operating Budget Request



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II.B.4. EDUCATION AND OUTREACH

a. Ethics Training Program

- Online ethics training launched
 - ✓ August 15, 2017
 - ✓ Councilmember meetings (7 scheduled)
 - ✓ Cabinet meeting – August 22, 2017
 - ✓ Train-the-trainer sessions (3)



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II.B.4. EDUCATION AND OUTREACH

a. Ethics Training Program (cont'd)

- Mindflash Ethics Training
 - ✓ HART (10/10)
 - ✓ Joint Selection Committee (6/6)
 - ✓ Community Based Development (17/18)
 - ✓ Clean Water Board (1/7)



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II.B.5. CHARTER AMENDMENT QUES. NO. 2

Bill 057 (2017)

- *Relating to Ethics Commission Staff*
- July 25, 2017 – Executive Matters and Legal Affairs (EMLA) Committee, reported for passage on 3rd reading
- August 9, 2017 – Council pass 3rd reading



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II.B.7. LEGISLATION

a. Information Practices – Act 165 (Session Laws of Hawai`i 2017)

Office of Information Practices (OIP) may adopt admin rules for records protection, other

- OIP Training – Sept. 6, 2017, 10:00-noon
State Capitol Auditorium



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II.B.7.b. LEGISLATION – CITY COUNCIL

i. Bill 050, CD1 (2017) – *Relating to City Boards and Commissions* (conduct periodic review of bds/comms) (CD1 removes Ethics Commission)

- July 25, 2017 – EMLA reported for passage on 3rd reading
- August 9, 2017 – Council pass 3rd reading



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II.B.8. EDUCATION OPPORTUNITIES

- a. Soc. of Corp. Compliance & Ethics (SCCE)
16th Annual Compliance & Ethics Institute, Oct. 15-18*, 2017 (Las Vegas)
(*reschedule October 18 Ethics Commission meeting)
- b. Council on Government Ethics Laws (COGEL), Annual Conference, Dec. 3-6, 2017 (Toronto)

[End – EDLC Report]



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II.C. RULE-MAKING AND ADMINISTRATIVE DIRECTIVES MANUAL

For Discussion:
Request for Legal Services (RLS) – Corp. Counsel

- Admin Rule-Making – Ch. 91, Haw. Rev'd. Statutes (HRS)
- Mayor's Directives, Memoranda, and Department Policies and Circulars
 - ✓ Item V. Administrative Directives Manual Policy Guidance

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



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III. EXECUTIVE SESSION

A. For Discussion: Kealoha v. Totto

[Confer w/ attys, HRS § 92-5(a)(4)]



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IV. STRATEGIC PLANNING

For Discussion:

Ethics Commission – 2027 (Exposure Draft dated June 21, 2017)

- *Letters – Council, Mayor, Cabinet, Bd. of Water Supply, Honolulu Area Rapid Transit*
 - ✓ *Requested review/comment by Sept. 1*



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IV. STRATEGIC PLANNING

Timeline:

- *Sept. 1, 2017 – Receive comments*
- *Sept. 20, 2017 – Ethics Comm. reviews comments*
- *Oct. 2017 – Permitted Interaction Grp (PIG) reviews comments, amends draft*
- *Nov. 2017 – PIG’s am’d draft to Ethics Comm. (1)*
- *Dec. 2017 – Ethics Comm. reviews am’d draft (2)*
- *Jan. 2018 – Ethics Comm. adopts strategic plan (3)*



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V. ADJOURNMENT

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~MAHALO~



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