



HAWAII STATE ETHICS COMMISSION

State of Hawaii • Bishop Square, 1001 Bishop Street, ASB Tower 970 • Honolulu, Hawaii 96813

SENATE COMMITTEE ON WAYS AND MEANS

The Honorable Jill N. Tokuda, Chair

The Honorable Donovan M. Dela Cruz, Vice Chair

H.B. No. 2720, MAKING APPROPRIATIONS TO PROVIDE FOR THE EXPENSES OF THE LEGISLATURE, THE AUDITOR, THE LEGISLATIVE REFERENCE BUREAU, THE OMBUDSMAN, AND THE ETHICS COMMISSION

Hearing: Wednesday, February 10, 2016, 9:20 a.m.

The Hawaii State Ethics Commission supports H.B. No. 2720, Section 11, appropriates the amount of \$1,009,695 to the Commission for its operating and other expenses for FY 2016-2017. The Commission further supports Section 12 of the bill, as it relates to the Commission, which appropriates an additional amount of \$16,958 to pay part of the vacation accrued by two employees who retired on December 30, 2015. The total amount of the two employees' accrued vacation that the Commission paid was \$44,057.

The Commission anticipates increased expenses in FY 2016-2017 arising from certain unbudgeted costs. More specifically, the Commission currently is investigating a number of complaints involving Neighbor Island-based employees, some of which may proceed to contested case proceedings on a Neighbor Island. The additional travel and other costs attributed to each investigation and hearing likely will be approximately \$6,000 to \$10,000. In addition, the Commission anticipates annual computer maintenance and support contracts for, among other things, its SharePoint document management system to be approximately \$10,000.

The Commission, however, is well-aware that the Committee must consider requests from other state agencies for additional funding to support many worthy programs. The Commission, therefore, is committed to adjusting its budget, as necessary, to perform its statutory duties. The Commission also continues to explore different technologies and procedures to become more efficient, with the expectation that certain changes will reduce the Commission's operating costs.

The Commission appreciates the legislature's continuing support of the Commission's work to ensure that public officers and employees exhibit the highest standards of ethical conduct as mandated by Article XIV of the Hawaii State Constitution.

I. Duties of the Hawaii State Ethics Commission

The Commission is responsible for the administration and enforcement of the State Ethics Code and the State Lobbyists Law, chapters 84 and 97, Hawaii Revised Statutes (“HRS”), respectively. The State Ethics Code includes laws relating to the acceptance and reporting of gifts, confidential information, “fair treatment” or the prohibited misuse of official position, conflicts of interests, state contracts, and post-employment restrictions. The State Ethics Code also includes a provision requiring the reporting of financial interests by state legislators, state employees, and candidates for state elective office. The State Lobbyists Law, which applies to lobbying activities at the state level, requires lobbyists to register with the Commission and requires lobbyists and organizations that lobby to report lobbying expenditures and contributions on forms filed with the Commission.

The Commission has five members, who are nominated by the State Judicial Council and appointed by the Governor for four-year terms. The current members of the Commission are Susan DeGuzman (Chairperson), David O’Neal (Vice Chairperson), Ruth Tschumy, Melinda Wood, and Reynaldo Grauly.

The Commission currently employs a staff of ten: an executive director and an associate director; four staff attorneys; a computer specialist; and three secretarial staff. Despite the small size of the agency and other limited resources, the Commission’s responsibilities are extensive.

For purposes of the State Ethics Code, the Commission has jurisdiction over approximately 65,000 state officials and employees, including state legislators and other elected state officials, employees of the legislative, executive, and judicial branches of government (with the exception of judges and justices), and members of all state boards and commissions. The State Ethics Code’s financial disclosure law also applies to all candidates for state elective office. The Commission also administers the State Lobbyists Law, chapter 97, and in that capacity, has jurisdiction over approximately 300 lobbyists and 300 organizations that lobby the state legislature or executive branch.

A. Ethics Education

The Commission is mandated by law to educate state officials and employees about ethics in government.¹ To fulfill this mandate, the Commission conducts ethics training sessions throughout the year. In 2015, the Commission conducted ethics training for over 1,000 state officials and employees, including workshops for the Hawaii Health Systems Corporation corporate board, the Kauai Region board, and East Hawaii

¹ HRS §84-31(a)(7).

Region board; Department of Education Hilo-Waiakea Complex Area and McKinley Roosevelt-Kaimuki Complex Area employees; Office of Hawaiian Affairs trustees and staff; Regulated Industries Complaints Office, Department of Commerce and Consumer Affairs employees; and Hawaii State Hospital staff. The Commission also held general ethics training sessions for state employees and for state board members at the Mission Memorial Auditorium and the State Capitol Auditorium.

The Commission believes that it is critical to provide ethics training for state employees to improve their general awareness of ethics and to prevent unknowing violations of the State ethics laws. In fact, for a surprising number of employees, the ethics training is their first exposure to the State Ethics Code.

In 2015, the Commission partnered with the Department of Human Resources Development to create an online pre-retirement presentation about the State Ethics Code's post-employment provisions. The Commission also intends to explore developing online training modules.

B. Advisory Opinions and Guidance

The Commission also issues advisory opinions and other types of guidance about the application of the State Ethics Code and the State Lobbyists Law.² Every year, the Commission's attorneys respond to hundreds of requests for advice about these laws. In 2015, the Commission's attorneys received and responded to over 2,800 requests for advice from state legislators, state employees, lobbyists, and members of the public. The Commission's attorneys also issued 308 staff opinion letters advising state employees and others about the application of the State Ethics Code and the State Lobbyists Law. The Commission considers its ability to provide timely and meaningful guidance and advice to be one of its most important functions.

C. Charges and Investigations

The Commission is also mandated to enforce the State Ethics Code and the State Lobbyists Law.³ The Commission receives and reviews complaints and conducts investigations on a confidential basis concerning alleged violations of the law. When appropriate, the Commission initiates formal charges against individuals who appear to have violated the law.⁴ If there is probable cause to believe that a violation of the law

² HRS §84-31(a)(2) and §97-6(a)(3).

³ HRS §84-31(a) and §97-6(a).

⁴ A "charge" is a formal complaint alleging a violation of one or more provisions of the State Ethics Code or the Lobbyists Law. Charges may be filed by the Commission or by an individual or organization. Charges must be in writing and must be signed by the person making the charge under oath or, if initiated by the Commission, must be signed by three or more members of the Commission. HRS §84-31(b).

has occurred, the Commission may hold a contested case hearing in accordance with HRS Chapter 91, Hawaii's Administrative Procedure Act.

In 2015, the Commission received approximately 348 complaints and issued 11 charges against employees. The increased number of complaints and charges has required more staff resources to be dedicated to the Commission's enforcement activities. Many of the cases have involved extensive investigations and have resulted in employees paying relatively substantial administrative fines for actions that the Commission believed were inconsistent with the minimum standards of conduct established in the State Ethics Code or the requirements of the State Lobbyists Law.

D. Financial Interests Disclosures, Gifts Disclosures, and Lobbying Registrations and Reports

The Commission also administers the filing requirements of the financial disclosure law, the gifts disclosure law, and the lobbying registration and reporting laws. These filing requirements help provide accountability and transparency in government. In 2015, the Commission received approximately 1,940 financial interests disclosure statements from state officials and employees, and approximately 205 gifts disclosure statements. The Commission also received approximately 308 lobbyist registrations and over 1,770 lobbying expenditures and contributions reports in 2015.

The Commission is in the process of working with the Office of Enterprise Technology Services to create a system that will allow filers to complete and file their documents electronically.

Additional information about the Commission's educational, advisory, and enforcement activities in 2015 is attached.

II. Budget Request for FY 2016-2017

The Commission is requesting an appropriation of \$1,026,653 for FY 2016-2017, which includes \$1,009,695 for its operating and other expenses and \$16,958 to offset the vacation payout relating to two employees who retired on December 30, 2015.

In contrast to most state agencies, including the other legislative service agencies, the Commission is located in a private building (i.e., a non-state facility) and must allocate funds within its budget for office rent. The Commission's lease provides for annual increases in rent as well as increases for common area maintenance and storage costs. For FY 2016-2017, the Commission anticipates its office rent and other lease-related expenses to be approximately \$98,000. The Commission notes that its current budget, minus its lease rent obligation, is \$910,895. The Commission has the smallest budget of the legislative service agencies. While the Commission supports

the operations and missions of the other legislative service agencies, the Commission also believes that its operations and mission are equally important and should be funded accordingly.

As noted previously, the Commission anticipates increased expenses in FY 2016-2017 arising from certain unbudgeted travel and other costs associated with a number of investigations involving Neighbor Island-based employees as well as annual computer maintenance and support contracts for, among other things, its SharePoint document management system. The Commission is committed to adjusting its budget, as necessary, to perform its statutory duties.

Thank you for your continuing support of the Commission's work and for considering the Commission's testimony on H.B. No. 2720.

HAWAII STATE ETHICS COMMISSION
Budget for FY 2016-17
(With Comparative Amounts for FY 2015-16)

	<u>2015-2016</u> <u>Appropriation</u>	<u>2016-2017</u> <u>Estimated</u> <u>Expenditures</u>	<u>Variance</u>
PERSONAL SERVICES:			
¹ Staff salaries	<u>\$ 816,568</u>	<u>\$ 816,568</u>	\$ -
Total Personal Services	<u>816,568</u>	<u>816,568</u>	-
OTHER EXPENSES:			
Office expenses	15,524	15,524	-
Intrastate transportation and travel	8,000	8,000	-
Out-of-state travel	6,490	21,100	14,610
Equipment rental and maintenance	10,985	10,985	-
Dues, subscriptions, training	13,670	15,760	2,090
Newspaper advertisements	1,600	1,600	-
Commission meetings, investigations, and hearings	25,500	8,100	(17,400)
Consulting services	9,558	10,258	700
Office rent	<u>98,000</u>	<u>98,000</u>	-
Total Other Expenses	<u>189,327</u>	<u>189,327</u>	-
ETHICS ADDITIONAL REQUEST:			
Vacation payout/transfer		16,958	16,958
Disruptive Behavior Trng (2 hrs)		<u>800</u>	800
Total Ethics Additional Request		<u>17,758</u>	
CAPITAL OUTLAY:			
Office furniture and equipment	<u>3,000</u>	<u>3,000</u>	-
Total Capital Outlay	<u>3,000</u>	<u>3,000</u>	-
Total Operating Budget	<u>\$ 1,008,895</u>	<u>\$ 1,026,653</u>	-
¹ Cost Adjustments (Act 66, 2015 SLH)	29,448	60,000	
One-Time Appropriation (Act 151, 2015 SLH)	130,000		

HAWAII STATE ETHICS COMMISSION
Statement Showing Budget for Office Operations
By Object of Expenditure for FY 2016-17

Operating Budget

Personal Services:	
Staff salaries ¹	<u>\$ 816,568</u>
Total Personal Services	<u>816,568</u>
Other Expenses:	
Office expenses	15,524
Intrastate transportation and travel	8,000
Out-of-state travel	21,100
Rental and maintenance of equipment	10,985
Dues, subscriptions, training	15,760
Newspaper advertisements	1,600
Commission meetings, investigations, and hearings	8,100
Consulting services	10,258
Office rent	<u>98,000</u>
Total Other Expenses	<u>189,327</u>
Ethics Additional Request:	
Vacation payout/transfer	16,958
Disruptive Behavior Trng (2hrs)	<u>800</u>
Total Ethics Additional Request	<u>17,758</u>
Capital Outlay:	
Office furniture and equipment	<u>3,000</u>
Total Capital Outlay	<u>3,000</u>
Total Operating Budget	<u><u>\$ 1,026,653</u></u>
¹ Cost Adjustments (Act 66, 2015 SLH)	60,000

HAWAII STATE ETHICS COMMISSION
Statement Showing Budget and Estimated Expenditures
By Object of Expenditure for FY 2015-16

	2015-2016 Approved <u>Budget</u>	2015-2016 Estimated <u>Expenditures</u>	<u>Variance</u>
PERSONAL SERVICES:			
Staff salaries ¹	\$ 816,568	\$ 816,568	\$ -
Total Personal Services	<u>816,568</u>	<u>816,568</u>	-
OTHER EXPENSES:			
Office expenses	15,524	15,524	-
Intrastate transportation and travel	8,000	8,000	-
Out-of-state travel	6,490	6,490	-
Rental and maintenance of equipment	10,985	10,985	-
Dues, subscriptions, training	13,670	13,670	-
Newspaper advertisements	1,600	1,600	-
Commission meetings, investigations, and hearings	25,500	25,500	-
Consulting services	9,558	9,558	-
Office rent	<u>98,000</u>	<u>98,000</u>	-
Total Other Expenses	<u>189,327</u>	<u>189,327</u>	-
CAPITAL OUTLAY:			
Office furniture and equipment	<u>3,000</u>	<u>3,000</u>	-
Total Capital Outlay	<u>3,000</u>	<u>3,000</u>	-
Total	<u><u>\$ 1,008,895</u></u>	<u><u>\$ 1,008,895</u></u>	-
¹ Cost Adjustments (Act 66, 2015 SLH)	29,448	29,448	-

Hawaii State Ethics Commission Major Functions

I STATE'S ETHICS LAW	II STATE'S LOBBYISTS LAW	III FINANCIAL DISCLOSURE LAW	IV GIFTS DISCLOSURE LAW	V CANDIDATES FINANCIAL DISCLOSURE LAW	VI EDUCATION RE: LAWS	VII LEGISLATION	VIII WEBSITE
Duties: • Administration • Legal Opinions • Enforcement • Rules	Duties: • Administration • Legal Opinions • Enforcement • Filings Per Year • Auditing • Rules	Duties: • Administration • Legal Opinions • Enforcement • Filings Per Year • Auditing • Rules	Duties: • Administration • Legal Opinions • Enforcement • Filings Per Year • Auditing • Rules	Duties: • Administration • Legal Opinions • Enforcement • Filings Per Election • Auditing • Rules	Duties: • Mandatory Sessions • Sessions Developed by Office • Publications	Duties: • State Ethics Code • State Lobbying Law • Financial Disclosure Law • Gifts Disclosure Law • Candidates Financial Disclosure Law	Duties: • Development • Updating • Maintenance • Technology

IX DISCLOSURE FILINGS	Disclosure Filing Date	Approximate Number of Disclosures	X ADMINISTRATION
Annual Financial Interests Disclosures Statements	May 31	1,941	Duties: • Management • Supervision • Fiscal • Personnel • Procurement • Technology • Planning
Candidates Financial Interests Disclosures Statements	20 days before primary*	0	
Gifts Disclosure Statements	June 30	205	
Lobbyist Registration Statements	January**	308	
Lobbying Organizations Expenditure Reports	January 31	289	
Lobbying Organizations Expenditure Reports	March 31	286	
Lobbying Organizations Expenditure Reports	May 31	305	
Lobbyists Expenditure Reports	January 31	274	
Lobbyists Expenditure Reports	March 31	304	
Lobbyists Expenditure Reports	May 31	316	

Note: State's Ethics Laws: Chapter 84, Hawaii Revised Statutes
 State's Lobbyists Law: Chapter 97, Hawaii Revised Statutes

* Filed every even-numbered year only.

** Renewed every odd-numbered year for registered lobbyists.

FULL-TIME STAFF: 10 Individuals

Hawaii State Ethics Commission

Statistics for Calendar Year 2015

TABLE 1

HAWAII STATE ETHICS COMMISSION NUMBER OF REQUESTS FOR ADVICE AND COMPLAINTS RECEIVED BY ATTORNEYS IN 2015		
MONTH	REQUESTS FOR ADVICE	COMPLAINTS
January 2015	168	24
February 2015	174	26
March 2015	198	30
April 2015	230	16
May 2015	222	18
June 2015	236	98
July 2015	216	26
August 2015	246	26
September 2015	248	14
October 2015	192	24
November 2015	166	32
December 2015	170	14
TOTAL	2,466	348
Total Number of Requests for Advice and Complaints Received in 2015		2,814

TABLE 2

HAWAII STATE ETHICS COMMISSION ATTORNEY OPINION LETTERS ISSUED IN 2015	
MONTH	NUMBER OF LETTERS
January 2015	16
February 2015	17
March 2015	15
April 2015	15
May 2015	19
June 2015	27
July 2015	21
August 2015	16
September 2015	51
October 2015	28
November 2015	65
December 2015	18
TOTAL	308

TABLE 3

HAWAII STATE ETHICS COMMISSION INVESTIGATIONS OPENED IN 2015		
FILE NO.	DATE OPENED	DISPOSITION
2015-I-1	01/22/2015	Open
2015-I-2	01/22/2015	Closed
2015-I-3	01/22/2015	Open
2015-I-4	01/22/2015	Open
2015-I-5	01/22/2015	Now Charge 2015-Cg-9
2015-I-6	01/22/2015	Open
2015-I-7	02/18/2015	Closed
2015-I-8	02/18/2015	Closed
2015-I-9	02/18/2015	Open
2015-I-10	03/18/2015	Now Charge 2015-Cg-4
2015-I-11	03/18/2015	Now Charge 2015-Cg-5
2015-I-12	03/18/2015	Now Charge 2015-Cg-6
2015-I-13	03/18/2015	Now Charge 2015-Cg-8
2015-I-14	04/15/2015	Open
2015-I-16	06/17/2015	Open
2015-I-17	06/17/2015	Open
2015-I-18	06/17/2015	Open
2015-I-19	06/17/2015	Closed
2015-I-20	07/22/2015	Open
2015-I-21	08/19/2015	Open
2015-I-22	08/19/2015	Open

FILE NO.	DATE OPENED	DISPOSITION
2015-I-23	08/19/2015	Open
2015-I-24	08/19/2015	Open
2015-I-25	08/19/2015	Open
2015-I-26	09/16/2015	Open
2015-I-27	09/16/2015	Closed
2015-I-28	10/29/2015	Open
2015-I-29	10/29/2015	Open
2015-I-30	10/29/2015	Open
2015-I-31	10/29/2015	Closed
2015-I-32	12/02/2015	Open
2015-I-33	12/02/2015	Open
2015-I-34	12/02/2015	Open
2015-I-35	12/02/2015	Open
2015-I-36	12/02/2015	Open
2015-I-37	12/02/2015	Open
2015-I-38	12/02/2015	Open
TOTAL:	38 Investigations	

TABLE 4

HAWAII STATE ETHICS COMMISSION FORMAL CHARGES* FILED IN 2015			
FILE NO.	ETHICS CHARGE	LOBBYING CHARGE	COMPLAINANT
2015-Cg-1	X		Individual or Organization-CLOSED
2015-Cg-2	X		Hawaii State Ethics Commission-CLOSED
2015-Cg-3	X		Hawaii State Ethics Commission-CLOSED
2015-Cg-4	X		Hawaii State Ethics Commission
2015-Cg-5	X		Hawaii State Ethics Commission
2015-Cg-6	X		Hawaii State Ethics Commission
2015-Cg-7	X		Hawaii State Ethics Commission
2015-Cg-8	X		Hawaii State Ethics Commission
2015-Cg-9	X		Hawaii State Ethics Commission
2015-Cg-10	X		Hawaii State Ethics Commission-CLOSED
2015-Cg-11	X		Individual or Organization
TOTAL: 11 Charges			

* A "charge" is a formal complaint alleging a violation of one or more provisions of the State Ethics Code, chapter 84, HRS, or the Lobbyists Law, chapter 97, HRS. Charges may be filed by an individual or organization or by the Hawaii State Ethics Commission. Charges that are filed by an individual or organization must be in writing and signed by the person making the charge under oath. Charges initiated by the Commission must be signed by three or more members of the Commission.

TABLE 5

HAWAII STATE ETHICS COMMISSION FINANCIAL INTERESTS DISCLOSURE STATEMENTS FILED BY LEGISLATORS, EMPLOYEES, AND BOARD AND COMMISSION MEMBERS IN 2015	
Month	NUMBER FILED
January 2015	81
February 2015	66
March 2015	63
April 2015	333
May 2015	723
June 2015	235
July 2015	209
August 2015	141
September 2015	41
October 2015	31
November 2015	10
December 2015	8
TOTAL	1,941

TABLE 6

HAWAII STATE ETHICS COMMISSION GIFTS DISCLOSURE STATEMENTS FILED IN 2015	
STATE POSITION	NUMBER FILED
Governor, Lt. Governor	2
Legislators	52
Employees	137
Board / Commission Members	14
TOTAL	205

TABLE 7

HAWAII STATE ETHICS COMMISSION TOTAL NUMBER OF REGISTERED LOBBYISTS IN 2015 AND NUMBER OF CLIENTS REPRESENTED*		
YEAR	NUMBER OF LOBBYISTS	NUMBER OF CLIENTS REPRESENTED
2015	308	309

* Some clients are represented by more than one lobbyist. Each lobbyist must file a separate registration form for each client represented.

TABLE 8

HAWAII STATE ETHICS COMMISSION LOBBYING EXPENDITURES AND CONTRIBUTIONS REPORTS FILED IN 2015			
FILERS	REPORTING PERIODS		
	05/01/14-12/31/14 (Jan. 31, 2015 Report)	01/01/15-02/28/15 (Mar. 31, 2015 Report)	03/01/15-04/30/15 (May 31, 2015 Report)
LOBBYISTS	289	286	305
LOBBYISTS' CLIENTS	274	304	316
TOTAL REPORTS FILED	563	590	621
GRAND TOTAL	1,774		

TABLE 9

HAWAII STATE ETHICS COMMISSION TOTAL NUMBER OF DISCLOSURE FILINGS FOR 2015	
Financial Interests Disclosure Statements filed by Legislators, Employees, and Board and Commission Members	1,941
Gifts Disclosure Statements	205
Lobbying Expenditures and Contributions Reports	1,774
Lobbyist Registrations (Two-year period 2013-2014)	308
TOTAL	4,228

TABLE 10

HAWAII STATE ETHICS COMMISSION 2015 EDUCATION PROGRAM (Ethics Workshops and Presentations)		
DATE	PRESENTATIONS	NO. OF PARTICIPANTS
01/15/15	Office of Hawaiian Affairs Trustees and Staff	70
01/16/15	Mandatory Ethics Training* (Session 1)	15
01/21/15	Hawaii Health Systems Corporation Kauai Region Board	20
01/28/15	Mandatory Ethics Training* (Session 2)	10
02/26/15	Department of Education Hilo Waiakea Complex Area	54
03/12/15	Department of Education Honolulu Complex Area	27
05/20/15	Hawaii Health Systems Corporation Oahu Region Board	15
05/27/15	Pre-Retirement Seminar (Non-Contributory and Hybrid Plans)	200
07/10/15	State Historic Places Review Board and State Historic Preservation Division Staff	10
07/17/15	Department of Commerce and Consumer Affairs Regulated Industries Complaint Office	50

* HRS §84-42 requires newly elected and appointed high-ranking state officers and employees to complete a mandatory ethics training course administered by the Hawaii State Ethics Commission.

DATE	PRESENTATIONS	NO. OF PARTICIPANTS
08/18/15	General Ethics Training for State Employees on Oahu	228
08/25/15	Hawaii Health Systems Corporation East Hawaii Region Board	25
08/26/15	General Ethics Training for State Board and Commission Members	77
09/17/15	Governor's Orientation for New Members of Boards and Commissions	40
09/23/15	Pre-Retirement Seminar (Non-Contributory and Hybrid Plans)	90
09/24/15	Hawaii Health Systems Corporation Corporate Board	20
10/08/15	Hawaii State Hospital Supervisors and Staff	58
TOTAL	17 PRESENTATIONS	1,009 Participants

TABLE 11

INFORMATION POSTED ON HAWAII STATE ETHICS COMMISSION WEBSITE	
WEBSITE INTERNET URL:	http://ethics.hawaii.gov
YEAR ESTABLISHED:	1998
<ul style="list-style-type: none"> • Search Engine (ENHANCED) • News Releases • Who We Are and What We Do <ul style="list-style-type: none"> ○ General Information about the Hawaii State Ethics Commission ○ Duties of the Hawaii State Ethics Commission • Constitution, Statutes, and Rules <ul style="list-style-type: none"> ○ Article XIV, Constitution of the State of Hawaii ○ State Ethics Code, Chapter 84, HRS ○ State Lobbyists Law, Chapter 97, HRS ○ Title 21, Administrative Rules of the Hawaii State Ethics Commission • Advisory Opinions, Informal Advisory Opinions, Decisions, Resolutions of Charges/Investigations, and Ethics Advisories • Public Financial Disclosure Filings, Including Filings for Candidates for Public Office • Gifts Disclosure Filings • Lobbying Filings <ul style="list-style-type: none"> ○ Lobbyist Registration Statements ○ Lists of Registered Lobbyists ○ Lists of Organizations Represented by Registered Lobbyists ○ Registered Lobbyists' Lobbying Expenditure Statements ○ Organizations' Lobbying Expenditure Statements ○ Lists of Total Lobbying Expenditures Reported by Organizations • Contract Notice Filings (Pursuant to HRS §84-15(a)) 	
(continued)	

TABLE 11 (continued)

- Publications and Guidelines
 - *The High Road* Newsletter
 - Ethics Guide
 - Ethics Checklist
 - Guidelines for Gifts under the State Ethics Code
 - Campaigning
 - Fund Raising in State Offices
 - Application of the State Ethics Code to Dept. of Education Teachers
 - Post Employment Restrictions
 - Information for Legislators
 - Lobbying
 - Overview of the State Ethics Code for State Board and Commission Members
- Forms and Instructions:
 - Financial Disclosure Forms and Instructions
 - Gifts Disclosure Forms and Instructions
 - Lobbying Forms and Instructions
- Related Links to State, County Ethics, and Federal Ethics Agencies
- News
- Testimony on Legislation Relating to Ethics and Lobbying
- Filing Deadlines
- Meeting Notices and Sunshine Law Minutes of the Hawaii State Ethics Commission
- Hawaii State Ethics Commission Contact Information
 - Office Location
 - Mailing Address
 - Phone/Fax
- Follow us on Twitter (link to follow Hawaii State Ethics Commission's Tweets)

TABLE 12

HAWAII STATE ETHICS COMMISSION RECORDS CHECK OF APPLICANTS FOR JUDICIAL OFFICE PERFORMED AT THE REQUEST OF THE STATE JUDICIAL SELECTION COMMISSION IN 2015						
MONTH	NUMBER OF APPLICANTS					
	Supreme Court	First Circuit Court	Second Circuit Court	Third Circuit Court	Fifth Circuit Court	Total Applicants Per Month
January						
February		11		1		12
March				1		1
April						
May		14	2			16
June		48		1		49
July		3			2	5
August		8				8
September		4				4
October					1	1
November		1				1
December		1			1	2
TOTAL Per Court:		90	2	3	4	Grand Total: 99

TABLE 13

HAWAII STATE ETHICS COMMISSION DISCLOSURE RECORDS AVAILABLE FOR PUBLIC INSPECTION*	
1	Public Financial Disclosure Statements (Legislators, Other Elected State Officials, Appointed State Officials, and Candidates for State Elective Office)
2	Gifts Disclosure Statements
3	Lists of Registered Lobbyists
4	Lobbyist Registration Statements
5	Lobbying Expenditure Statements of Registered Lobbyists
6	Lists of Organizations Represented by Registered Lobbyists
7	Lobbying Expenditure Statements of Organizations
8	Total Amounts of Lobbying Expenditures Reported by Organizations
9	Notices of Intent to Award Contracts to a Legislator or Employee, or Business in Which a Legislator or Employee Has a Controlling Interest (filed pursuant to HRS Section 84-15(a))

* Most records also available on the Hawaii State Ethics Commission website:
<http://www.hawaii.gov/ethics>.

TABLE 14

**HAWAII STATE ETHICS COMMISSION
2015 PUBLICATIONS***

Constitution

Article XIV, Hawaii State Constitution

Ethics Statutes, Administrative Rules, General Information

Chapter 84, Hawaii Revised Statutes, Standards of Conduct
Hawaii State Ethics Commission Administrative Rules
Ethics Guide for State Elected Officials, State Employees, State Board and
Commission Members
Ethics Checklist
Outline of Substantive Areas of the State Ethics Code

Ethics Newsletter

The High Road Newsletter

Gifts and Gifts Disclosure

Guidelines for Gifts Under the State Ethics Code
Questions and Answers on the Gifts Disclosure Law
Gifts and the State Ethics Code

Campaigning

Campaign Restrictions for State Officials and State Employees
Prohibited Use of State E-Mail for Campaign Purposes
Prohibition on Candidate Campaign Walk-Throughs in State Agencies

Fundraising

Fundraising in State Offices
Ethics Guidelines for AUW Fund Raiser Activities Conducted by State Agencies

Continuation of Table 14:

For Legislators

Guidelines on the Use of Legislators' Annual Allowance
Attendance at "Appreciation" Receptions, Dinners, Meals, or Parties, etc.,
Offered by Lobbyists
Legislative Interns
Informational or Educational Trips Solicited or Accepted by Legislators

For Teachers

The Application of the State Ethics Code to DOE Teachers Regarding Private
Instruction for Pay
The Application of the State Ethics Code to Furloughed Teachers

For State Board and Commission Members

Overview of the State Ethics Code for State Board and Commission Members

Post Employment

Post Employment Restrictions

Lobbying

Chapter 97, Hawaii Revised Statutes, Lobbyists
Accrued or Incurred Lobbying Expenditures; Company Employee Lobbying
Expenditures
"Goodwill" Lobbying as Lobbying Expenditure
Lobbying Registration and Reporting Manual
Informational or Educational Trips as Lobbying Expenditures
Public Statement Regarding Lobbying Charge and Requirements of the
Lobbyists Law, Hawaii Revised Statutes, Chapter 97

* All publications are available on the Hawaii State Ethics Commission website: <http://ethics.hawaii.gov>.