

SUNSHINE LAW MEETING
MINUTES OF THE HAWAII STATE ETHICS COMMISSION

State of Hawaii

Date: Thursday, April 28, 2016

Time: 10:00 a.m.

Place: Hawaii State Ethics Commission Conference Room
American Savings Bank Tower
1001 Bishop Street, Suite 960
Honolulu, Hawaii 96813

Present: Hawaii State Ethics Commission Members
Susan N. DeGuzman, Chair
David O'Neal, Vice Chair
Ruth D. Tschumy, Commissioner
Melinda S. Wood, Commissioner
Reynaldo D. Graulty, Commissioner

Hawaii State Ethics Commission Staff

Leslie H. Kondo, Executive Director
Susan D. Yoza, Associate Director
Nancy C. Neuffer, Staff Attorney
Virginia M. Chock, Staff Attorney
Megan Y. S. Johnson, Staff Attorney
Bonita Y. M. Chang, Staff Attorney

CALL TO ORDER

The meeting was called to order at approximately 10:00 a.m. by Chair DeGuzman.

Agenda Item No. I: Consideration and Approval of the Minutes of the February 18, 2016 Executive Session (Agenda Item VI, Attorney General Opinion Regarding Legislators' "Official Duties")

Chair DeGuzman discussed proposed revisions to the draft minutes of the February 18, 2016, Executive Session (Agenda Item VI, Attorney General Opinion Regarding Legislators' "Official Duties").

Commissioner Graulty moved and Vice Chair O'Neal seconded a motion to approve the minutes of the February 18, 2016, Executive Session (Agenda Item VI,

Attorney General Opinion Regarding Legislators' "Official Duties"), as amended. The motion carried unanimously (DeGuzman, O'Neal, Tschumy, Wood, and Graulty voting).

Agenda Item No. II: Consideration and Approval of the Minutes of the February 18, 2016 Executive Session (Agenda Item VIII, Commission's Enforcement Procedures)

Chair DeGuzman discussed proposed revisions to the draft minutes of the February 18, 2016, Executive Session (Agenda Item VIII, Commission's Enforcement Procedures).

Commissioner Graulty moved and Commissioner Wood seconded a motion to approve the minutes of the February 18, 2016, Executive Session (Agenda Item VIII, Commission's Enforcement Procedures), as amended. The motion carried unanimously (DeGuzman, O'Neal, Tschumy, Wood, and Graulty voting).

Agenda Item No. III: Consideration and Approval of the Minutes of the February 18, 2016 Executive Session (Agenda Item IX, Interpretation of the Lobbyists Law, HRS Chapter 97)

No corrections were proposed to the draft minutes of the February 18, 2016, Executive Session (Agenda Item IX, Interpretation of the Lobbyists Law, HRS Chapter 97).

Commissioner Graulty moved and Vice Chair O'Neal seconded a motion to approve the minutes of the February 18, 2016, Executive Session (Agenda Item IX, Interpretation of the Lobbyists Law, HRS Chapter 97). The motion carried unanimously (DeGuzman, O'Neal, Tschumy, Wood, and Graulty voting).

Agenda Item No. IV: Discussion of the Application and Hiring Process for the Executive Director of the Hawaii State Ethics Commission

Associate Director Yoza discussed the hiring process that was previously followed by the Commission in 2010. The Commissioners agreed by consensus to require the submission of applications by May 31, 2016.

Discussion was held regarding the application packet materials. The Commissioners agreed by consensus to request two letters of references attesting to the applicant's management style and experience, including the applicant's interpersonal and communication skills. Resumes submitted by applicants must also include a description of the applicant's major responsibilities for each position previously held.

Discussion was held regarding Questions No. 5 and 6 on the application form, which asks about potential conflicts of interests. After further discussion, the

Commissioners agreed by consensus to allow staff the discretion to revise the language accordingly, and make other revisions to the application packet as required.

With respect to confidentiality during the hiring process, Vice Chair O'Neal, Commissioner Gaulty, and Commissioner Tschumy recommended that the names of all applicants be kept confidential to avoid discouraging individuals from applying for the position. The Commissioners agreed by consensus to specify in the application materials that applications will be kept confidential to the extent permitted by law.

Staff will finalize the application packet materials and will post the position on the Commission's website during the first week of May. The position will be advertised in the Honolulu Star-Advertiser on May 8, 15, and 22 and posted on other recruitment sites.

Discussion was then held regarding the general timeline to complete the hiring process. Vice Chair O'Neal and Commissioner Wood recommended that the Commission have an expedited hiring process. Chair DeGuzman suggested completing the hiring process by end of July and having the new Executive Director start sometime at the end of August or September 1st, as a goal. Other Commissioners concurred. Further discussion regarding the timeline and other procedural matters related to the hiring process will be discussed at the May meeting.

Agenda Item No. V: Adjournment

At approximately 11:25 a.m., Commissioner Gaulty moved and Vice Chair O'Neal seconded a motion to adjourn the Sunshine Law meeting. The motion carried unanimously (DeGuzman, O'Neal, Tschumy, Wood, and Gaulty voting).

The meeting was adjourned at approximately 11:25 a.m.

Minutes approved on May 19, 2016.