



HAWAII STATE ETHICS COMMISSION

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

NOTICE OF MEETING OF THE HAWAII STATE ETHICS COMMISSION

Date: August 17, 2017

Time: 10:00 a.m.

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

A G E N D A

CALL TO ORDER

- I. Consideration and Approval of the Minutes of the July 20, 2017, Meeting

- II. Executive Director's Report
 1. Education / Training Report
 2. Guidance and Assignment Statistics
 3. 2017 Financial Disclosures
 4. Electronic Filing System Update
 5. Renewal of office lease
 6. Miscellaneous Office Projects / Updates

- III. Request for Delegation of Authority to Administer Oaths to Witnesses Appearing for Investigative Interviews

The Hawaii State Ethics Commission may convene an executive session pursuant to Hawaii Revised Statutes section 92-5(a)(4) to consult with the Commission's attorneys on questions and issues pertaining to the Commission's powers, duties, privileges, immunities, and liabilities.

IV. Adjournment

If you require an accommodation because of a disability, please contact the Hawaii State Ethics Commission by telephone at (808) 587-0460, by facsimile at (808) 587-0470 (fax), or via email at ethics@hawaiiethics.org.

Any interested person may submit data, views, or arguments in writing to the Commission on any agenda item. An individual or representative wishing to testify may notify any staff member of the Commission prior to the meeting or, during the meeting itself, may inform a Commissioner or Commission staff of a desire to testify. Testimony must be related to an item that is on the agenda, and the testifier shall identify the agenda item to be addressed by the testimony.

SUNSHINE LAW MEETING
AGENDA ITEM I

MINUTES: CONSIDERATION AND APPROVAL OF THE MINUTES OF THE
JULY 20, 2017 MEETING

Attachment 1: Sunshine Law Meeting Minutes of the July 20, 2017 Hawaii State
Ethics Commission Meeting

SUNSHINE LAW MEETING
MINUTES OF THE HAWAII STATE ETHICS COMMISSION

STATE OF HAWAII

Date: Thursday, July 20, 2017

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: State Ethics Commission Members

- Reynaldo D. Gaulty, Chair
- David O’Neal, Vice Chair
- Susan N. DeGuzman, Commissioner
- Ruth D. Tschumy, Commissioner
- Melinda S. Wood, Commissioner

State Ethics Commission Staff

- Daniel M. Gluck, Executive Director
- Susan D. Yoza, Associate Director
- Nancy C. Neuffer, Staff Attorney
- Virginia M. Chock, Staff Attorney
- Bonita Y.M. Chang, Staff Attorney
- Kee M. Campbell, Staff Attorney
- Pat K. Mukai, Secretary

CALL TO ORDER

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

Agenda Item No. I: Consideration and Approval of the Minutes of the June 22, 2017, Meeting

Vice Chair O’Neal made and Commissioner Tschumy seconded a motion to approve the minutes of the June 22, 2017 Sunshine Law meeting. The motion carried unanimously (Gaulty, O’Neal, Tschumy, and Wood voting; DeGuzman abstaining).

47 **Agenda Item No. II: Consideration and Approval of the Executive Session**
48 **Minutes of the June 22, 2017, Meeting**
49

50 Commissioner Tschumy made and Commissioner Wood seconded a motion to
51 approve the minutes of the June 22, 2017 Executive Session. The motion carried
52 unanimously (Grauly, O’Neal, Tschumy, and Wood voting; DeGuzman abstaining).
53

54
55 **Agenda Item No. III: Appointment of Ruth Tschumy to the Hawaii State Ethics**
56 **Commission (July 1, 2017 – June 30, 2021)**
57

58 Chair Grauly congratulated Commissioner Tschumy on her reappointment to the
59 Ethics Commission; Commissioner Tschumy stated that she was honored to be able to
60 continue to serve with her fellow Commissioners and the Commission’s staff.
61

62
63 **Agenda Item No. IV: Executive Director’s Report**
64

65 *Education/Training Report*
66

67 Executive Director Gluck provided an update regarding education and training
68 activities completed to date, and training sessions that are scheduled for the remainder
69 of the year.
70

71 *Guidance and Assignment Statistics*
72

73 No further discussion held.
74

75 *2017 Financial and Gift Disclosures*
76

77 Executive Director Gluck provided updated figures on outstanding financial
78 disclosures, reporting that 105 Board/Commission members had not yet filed their
79 disclosures. Additionally, fifteen individuals required to file initial financial disclosures –
80 that is, disclosures due within 30 days of beginning state office – had not yet done so.
81 However, all active state employees required to file their disclosures had done so, and
82 Executive Director Gluck expressed his appreciation for the work of Staff Attorney
83 Chang and the rest of the staff in achieving that result.
84

85 Executive Director Gluck also reported that the Commission had received
86 130 gifts disclosures.
87

88 Commissioner DeGuzman asked whether the Commission would be awarding
89 certificates, like those given to the Legislature, to agencies where all officials/employees
90 meet the filing deadline; Executive Director Gluck reported that he would be reviewing
91 the filings and intended to prepare certificates for qualifying agencies.
92

93 *E-filing Update*

94

95 Executive Director Gluck reported that the contractors are nearly finished with the
96 test version of the financial disclosure and gifts disclosure forms, and that staff
97 continues to work with the contractors to move the project along expeditiously.

98

99 *Office Financial Update: Financial Report for FY2016-2017*

100

101 Executive Director Gluck reported that the Commission finished the fiscal year
102 substantially under budget, returning \$59,727.29 to the General Fund.

103

104 *COGEL Conference – December 3-6, 2017*

105

106 The Commissioners discussed attendance at the COGEL conference; the
107 consensus was that at least one of the Commissioners would attend.

108

109 *Miscellaneous Office Projects Update*

110

111 Executive Director Gluck gave brief updates on the office's record retention
112 policy and housekeeping projects.

113

114

115 **ADJOURNMENT OF SUNSHINE LAW MEETING**

116

117 At 10:10 a.m., Vice Chair O'Neal made and Commissioner Tschumy seconded a
118 motion to adjourn the Sunshine Law meeting. The motion carried unanimously (Grauldy,
119 O'Neal, DeGuzman, Tschumy, and Wood voting).

120

121 The meeting was adjourned at 10:10 a.m.

122

123

124 Minutes approved on: _____

SUNSHINE LAW MEETING
AGENDA ITEM II

EXECUTIVE DIRECTOR'S REPORT

Attachment 1: Executive Director's Report

Attachment 2: Revised Lease Renewal Proposal

SUNSHINE MEETING
AGENDA ITEM II
EXECUTIVE DIRECTOR'S REPORT
August 17, 2017

1. Education / Training Report

a. Recently held trainings/presentations:

Kauai Community College
August 4, 2017
10:00 a.m. – 11:30 a.m. – 49 attendees
1:00 p.m. – 2:30 p.m. – 32 attendees

U.H. Manoa Center for Hawaiian Studies
August 16, 2017
10:00 a.m. – 11:30 a.m.
25 attendees anticipated

Panel discussion: Integrity and Ethics in the Real World
Moderator: Professor Will K. Weinstein
Panelists: Congresswoman Colleen Hanabusa
Hawaii House of Representatives Vice Speaker Della Belatti
Rick Blangiardi, Hawaii News Now
Executive Director Daniel Gluck
August 7, 2017
6:00 p.m. – 7:30 p.m. (presentation to general public)
7:45 p.m. – 9:15 p.m. (presentation to business/law students)
110 attendees (approximate)
CLE (Ethics) credit for attorneys

b. Upcoming trainings/presentations:

Mandatory Ethics Training
Hawaii State Ethics Commission Office
August 24, 2017
10:00 – 11:30 a.m.
2 attendees anticipated

Presentation on Lobbyists Law to
Hawaii Children's Policy Agenda Conference
Hawaii USA Federal Credit Union Community Room
August 28, 2017
30 attendees expected

General Ethics Training
UH – West Oahu, Kapolei
September 8, 2017
10:00 a.m. – 11:30 a.m.

University of Hawaii at Hilo, UCB 100
September 27, 2017
10:00 a.m. – 11:30 a.m.

Hale Iako Training Classroom, Kona
September 29, 2017
10:00 – 11:30 a.m.

University of Hawaii Maui College
October 20, 2017
10:00 a.m. – 11:30 a.m.

Mission Memorial Auditorium
October 24, 2017
10:00 a.m. – 11:30 a.m.

2. Guidance and Assignment Statistics – July 2017

a. Attorney-of-the-Day Type Inquiries: 65

b. New Assignment Statistics

Complaint	3
Gifts/Invitations/Travel	26
Guidance	4
Judicial Selection Comm'n	1
Request for Gov't Records	2
Projects/Other	2

Total New Assignments	38
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c. Closed Assignment Statistics

Complaint	6
Gifts/Invitations/Travel	26
Guidance	5
Judicial Selection Comm'n	3
Training Request	1
<hr/>	
Total Closed Assignments	41

3. Financial Disclosures

- a. Board/Commission members: 104 outstanding (out of 838 total)
Initial filers: 12 (due 7/10/17)
- b. Outstanding Confidential State Officials: 0 outstanding (out of 795 total):
Initial filers: 12 outstanding

4. Electronic Filing System Update

Staff Attorney Chang, Computer Specialist Lui, and Executive Director Gluck continue to work with our contractor (IWMentor) and the Office of Enterprise Technology Services ("ETS") to complete this project expeditiously. IWMentor has been moving forward with producing the Ethics Commission's forms and has provided beta versions of several forms for testing.

5. Renewal of Office Lease

Attachment: proposed terms

6. Miscellaneous Office Projects/Updates

- a. Administrative rule drafting
- b. Web-based training initiatives
- c. In-house notary (Office Manager Christina Longman)