

SUNSHINE LAW MEETING  
MINUTES OF THE HAWAII STATE ETHICS COMMISSION

STATE OF HAWAII

Date: Thursday, October 18, 2018  
Time: 9:00 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

Ruth D. Tschumy, Vice Chair  
Susan N. DeGuzman, Commissioner  
Melinda S. Wood, Commissioner  
Wesley F. Fong, 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

Excused: Reynard D. Gaulty, Chair

**CALL TO ORDER**

The meeting was called to order at 9:04 a.m.

**Agenda Item No. I: Consideration and Approval of the Minutes of the September 21, 2018 Meeting**

Commissioner DeGuzman made and Commissioner Wood seconded a motion to approve the minutes of the September 21, 2018 meeting. The motion carried unanimously. (Tschumy, DeGuzman, Wood, and Fong voting).

**Agenda Item No. II: Akana v. Hawaii State Ethics Commission,  
Civil No. 18-1-1019-06 (JHA)**

**RECESS OF SUNSHINE LAW MEETING AND CONVENING OF EXECUTIVE SESSION**

At 9:06 a.m., Commissioner Fong made and Commissioner Wood seconded a motion to 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. The motion carried unanimously (Tschumy, DeGuzman, Wood, and Fong voting).

The Commission met in Executive Session.

**ADJOURNMENT OF EXECUTIVE SESSION AND RETURN TO SUNSHINE LAW MEETING**

At 9:12 a.m., Commissioner Wood made and Commissioner DeGuzman seconded a motion to adjourn the Executive Session and return to the Sunshine Law meeting. The motion carried unanimously (Tschumy, DeGuzman, Wood, and Fong voting).

The Commission adjourned the Executive Session at 9:12 a.m. and returned to the Sunshine Law meeting.

**Agenda Item No. III: Executive Director's Report**

*Education / Training Report*

Executive Director Gluck reported that staff were conducting many trainings as we approach the end of the calendar year, including a CLE-approved course in December.

Commissioner DeGuzman asked whether staff had conducted a training for only eight people. Executive Director Gluck explained that this training included high-level officials from an agency and that staff will work to accommodate any group that wants ethics training.

*Guidance and Assignment Statistics – September 2018*

*Attachment 2: 2018 Guidance and Assignment Statistics / Website Traffic*

*2018 Candidate Financial Disclosure Statements*

*Miscellaneous Office Projects / Updates*

*a. Hiring of Office Manager / Secretary*

Executive Director Gluck reported that the Commission has hired a new Office Manager and that she will begin work on Monday, November 5.

*Financial Report for FY2018-2019 (Quarter Ending September 30, 2018) – deferred to November meeting*

**ADJOURNMENT OF SUNSHINE LAW MEETING**

At 9:17 a.m., Commissioner Wood made and Commissioner DeGuzman seconded a motion to adjourn the Sunshine Law meeting. The motion carried unanimously (Tschumy, DeGuzman, Wood, and Fong voting).

The meeting was adjourned at 9:17 a.m.

Minutes approved on: November 14, 2018