

SUNSHINE LAW MEETING
MINUTES OF THE HAWAI'I STATE ETHICS COMMISSION

STATE OF HAWAI'I

Date: September 17, 2020

Time: 9:00 a.m.

Location: Held via Zoom video and audio conference, with the Commission's Chair present in the State Ethics Commission's conference room, American Savings Bank Tower, 1001 Bishop Street, Suite 960, Honolulu, Hawai'i 96813

Present: State Ethics Commission Members

Ruth D. Tschumy, Chair (present in conference room)
Melinda S. Wood, Vice Chair (via video conference)
Reynard D. Graulty, Commissioner (via video conference)
Wesley F. Fong, Commissioner (via video conference)

State Ethics Commission Staff

Daniel M. Gluck, Executive Director (via video conference)
Susan D. Yoza, Associate Director (via video conference)
Nancy C. Neuffer, Staff Attorney (via audio conference)
Virginia M. Chock, Staff Attorney (via video conference)
Bonita Y.M. Chang, Staff Attorney (via video conference)
Kee M. Campbell, Staff Attorney (via video conference)
Patrick Lui, Computer Specialist (via audio conference)

Guests

Sandy Ma, Executive Director, Common Cause (via video conference)

Note: There was a vacancy on the Commission at the time of this meeting.

CALL TO ORDER

Chair Tschumy called the meeting to order at 9:01 a.m. and confirmed that all Commissioners and staff were present.

Agenda Item No. I: Consideration and Approval of the Minutes of the August 20, 2020 Meeting

Commissioner Gaulty made and Commissioner Fong seconded a motion to approve the minutes of the August 20, 2020 Sunshine Meeting. The motion carried unanimously (Tschumy, Wood, Gaulty, and Fong voting).

Later in the meeting, Sandy Ma of Common Cause noted that she attended the Commission's August 20, 2020 meeting but that her name was not included in the minutes. Commissioner Fong made and Vice Chair Wood seconded a motion to amend the minutes of the August 20, 2020 Sunshine Meeting to record Ms. Ma's attendance. The motion carried unanimously (Tschumy, Wood, Gaulty, and Fong voting).

Agenda Item No. II: Consideration and Approval of the Minutes of the August 20, 2020 Executive Session Meeting

Commissioner Fong made and Commissioner Gaulty seconded a motion to approve the minutes of the August 20, 2020 Executive Session Meeting. The motion carried unanimously (Tschumy, Wood, Gaulty, and Fong voting).

Agenda Item No. III: Executive Director's Report

Education / Training Report

Executive Director Gluck reported that Staff Attorney Kee Campbell recently conducted the first virtual ethics training and that staff is scheduling additional virtual trainings over the next few weeks. This includes a mandatory session on Tuesday, October 20, 2020, for the state officials who are required to attend training by statute.

Executive Director Gluck said that staff continues to review and adjust the virtual training formatting if/when needed in order to ensure the presentation runs as smoothly as possible.

Guidance and Assignment Statistics – August 2020

Executive Director Gluck reported that staff has been steadily busy working through complaints of varying complexity, closing nineteen (19) complaint cases in August 2020. In addition, staff continues to work on several large investigations.

Ethics Survey of State Employees

Executive Director Gluck said that the ethics survey is ready for distribution and collection of data. The University of Hawaii ("UH") gave its final approval for the ethics survey on September 16, 2020.

Executive Director Gluck said that the ethics survey will first be distributed to all 200 to 300 employees of the Department of Commerce and Consumer Affairs and the Department of Agriculture. Executive Director Gluck will notify the department heads of the ethics survey prior to its release. Barring any major issues with distribution, the survey will then be sent to a subset of employees from the larger departments, including the Department of Education.

Commissioner Fong later inquired about UH's partnership on the ethics survey, including the faculty involved and the benefits received by UH for engaging in this study. A brief discussion followed. Executive Director Gluck said that staff reached out to UH to propose this collaboration, and that staff is very thankful to be granted access to UH's research expertise and survey tool to implement this study. Executive Director Gluck also explained that the UH faculty leads are Associate Professors Sonia Ghumman and Hannah-Hanh Nguyen from the Shidler College of Business, both of whom possess a general interest in organizational ethics and plan to publish an academic article with the data gathered; the Associate Professors are particularly interested in studying what kinds of information or behaviors seem to lead to ethical behavior versus unethical behavior in organizations.

Commissioner Fong said that he completed the survey and found many of the questions to be academic and/or inapplicable to his role, though he recognizes the benefits the survey will have for both the Commission and UH. Executive Director Gluck said that staff worked jointly with UH to design and develop questions that would yield good results and accomplish the goals of both the Commission and UH, which is why some questions may appear more academic in nature.

Miscellaneous Office Projects / Updates

Executive Director Gluck said that the office has been working with the Department of the Attorney General ("AG") to jointly launch a dedicated phone number, email, and website complaint form which members of the public can use to report fraud, waste, and/or abuse in state government. The AG's office plans to issue a press release and schedule an appearance on Hawaii Public Radio in order to bring public awareness to these new resources.

Executive Director Gluck explained that an increase in fraud, waste, and/or abuse by government officials may occur in relation to the CARES Act funding. He hopes that making these new anti-fraud resources available to the public will make it easier for individuals to report such abuse.

The work of intaking complaints will be shared between the Commission and the AG. The dedicated anti-fraud phone number is 587-0000 and will ring to the Commission. Submitted complaint forms will also route to the Commission's office, while emails will go to the AG's office. Information will be shared between offices to ensure complaints are routed to the appropriate agency.

Agenda Item No. IV: Update: 2020 Legislative Session

Executive Director Gluck said that the Governor vetoed HB 2124 relating to post-employment, citing concerns with the bill's application to six volunteer boards and commissions. Executive Director Gluck said that these concerns were unfortunately not raised by the Executive branch during the public hearing process, but that he understands the potential issue at hand for the volunteer boards. For example, if HB 2124 were enacted as is, members of the Hawaii Tourism Authority ("HTA") would be allowed to lobby the Legislature while serving on HTA, but would be prohibited from lobbying the Legislature after terminating from HTA. Executive Director Gluck plans to request the introduction of a revised bill – excluding those six boards and commissions – next session.

Executive Director Gluck said that of the 73 bills that became law, three were related to ethics. HB 2125, which was introduced on behalf of the Commission, will require financial disclosure filers to disclose clients they assist in any matters before a state agency; previously, filers were only required to disclose clients whom they personally represented before a state agency. In addition, HB 2125 removed the distinction between the long and short form versions of the financial disclosure form and required members of the Corrections Oversight Commission to file confidential financial disclosure statements.

Executive Director Gluck said that HB 1673, which pertains to the legislature's ability to promulgate rules regarding its own members, was also enacted. The final version of the bill does not include the language originally proposed by staff to clarify a legislator's obligations under the fair treatment law. However, staff is satisfied with the passage of HB1673 as the Senate Committee on Judiciary confirmed in its committee report that the legislature does not intend to exempt legislators from the fair treatment law through this legislation.

Executive Director Gluck said that HB 361 was enacted and aims to improve ethics for County-level executives by prohibiting Mayors from having private employment or receiving emoluments while in office. Commissioner Fong asked for clarification on what, if any, jurisdiction the Commission has over Mayors. Executive Director Gluck confirmed that the Commission does not have oversight over Mayors, and that Mayors will continue to fall under the jurisdiction of the County-level Ethics Commissions. Executive Director Gluck also clarified that the statute prohibiting Mayors from having outside employment falls within Hawai'i Revised Statutes chapter 78, which pertains to public employment and is a chapter that the Commission does not administer; HB 361 also does not specifically state what agency will be responsible for enforcement, though it may be the Department of the Attorney General. Executive Director Gluck also said that the prohibition of emoluments includes any private remuneration, including compensation received from serving on a private board.

Commissioner Grauly asked what effect the enactment of HB1673 will have on the Commission's duties. Executive Director Gluck said that HB1673 retracts the

language enacted in the previous session that authorized the Commission to promulgate rules governing how legislators disclose their conflicts of interest. However, because the Commission did not promulgate rules in this area since the statute changed last session, the Commission's duties essentially remain unchanged and the language will revert back to what it was prior to 2019. Executive Director Gluck reiterated that the Senate Committee on Judiciary's committee report addressed staff's concerns by explaining that HB1673 is not intended to exempt legislators from the fair treatment law (Hawai'i Revised Statutes § 84-13).

Agenda Item No. V: Update: Proposed Administrative Rules

Executive Director Gluck said that the proposed administrative rules are pending approval by the Governor. Executive Director Gluck remains in contact with the Governor's office and was advised that the rules would be considered shortly after the Governor's final veto deadline passed.

Agenda Item No. VI: Evaluation of Executive Director Daniel Gluck

Chair Tschumy said that the Commission received a report from the permitted interaction group ("PIG") at the August 20, 2020 meeting, and that the Commissioners needed to consult with Associate Director Yoza regarding the scope of last month's Executive Session meeting.

RECESS OF SUNSHINE LAW MEETING AND CONVENING OF EXECUTIVE SESSION

At 9:24 a.m., Commissioner Grauly made and Commissioner Fong seconded a motion to recess the public Sunshine Law meeting and convene an Executive Session pursuant to Hawai'i Revised Statutes section 92-5(a)(4) to consult with the Commission's attorney on questions and issues pertaining to the Commission's powers, duties, privileges, immunities and liabilities. The motion carried unanimously (Tschumy, Wood, Grauly, and Fong voting).

The Commissioners and Associate Director Yoza met in Executive Session. All other staff were excused.

ADJOURNMENT OF EXECUTIVE SESSION AND RETURN TO SUNSHINE LAW MEETING

At 9:35 a.m., Commissioner Fong made and Vice Chair Wood seconded a motion to adjourn the Executive Session and return to the Sunshine Law meeting. The motion carried unanimously (Tschumy, Wood, Grauly, and Fong voting).

The Commission adjourned the Executive Session at 9:35 a.m. and returned to the Sunshine Law meeting. All staff also returned to the Sunshine Law meeting.

Sandy Ma of Common Cause joined the meeting.

Chair Tschumy said that at the Commission's last meeting on August 20, 2020, the Commission received recommendations from the PIG (whose members were Chair Tschumy and Vice Chair Wood) regarding the evaluation of the Executive Director. The recommendations included following the survey instrument that was used to evaluate the Executive Director last year. (Attachment 1A.) Chair Tschumy proposed that the survey instrument be included as part of the public materials for the meeting. Hearing no objections from any of the other Commissioners, Chair Tschumy said that a copy of the survey instrument would be available as part of the public meeting materials.

Chair Tschumy also said that at the August 20 meeting, the Commission voted in Executive Session to approve certain changes to the evaluation, but the Commission wanted to set aside that action.

Commissioner Graulty made and Vice Chair Wood seconded a motion to rescind the Commission's vote from the August 20, 2020 Executive Session regarding the PIG report. The motion carried unanimously (Tschumy, Wood, Graulty, and Fong voting).

Chair Tschumy said that the Commission could now discuss the PIG report for the evaluation of the Executive Director.

The Commissioners briefly discussed the logistics of the evaluation process. Vice Chair Wood said she would resend the evaluation form to the Commissioners to ensure that everyone had the final approved version. Commissioner Graulty requested clarification on the amount of time Commissioners would have to complete the evaluation form; Vice Chair Wood recommended two weeks.

Vice Chair Wood reviewed certain proposed changes to the evaluation form and process for this year. She said that a couple of questions from last year's form were dropped because they no longer seemed relevant and some of the language on the form was edited for clarity. She also said that staff would not be asked to evaluate the Executive Director as was done last year because Commissioners had questions as to whether staff should be asked to evaluate their supervisor. Therefore, only the Commissioners will evaluate the Executive Director.

Commissioner Fong asked Associate Director Yoza whether there is a course of action available to staff should a member of the staff ever wish to raise an issue or grievance involving the Executive Director. Associate Director Yoza said that depending upon the nature of the issue, staff can talk to the Executive Director and try to resolve the matter directly with him. However, if staff is uncomfortable with this, staff may speak to a member of the Commission, usually the Chair, about the matter. The

Commissioners expressed their support of staff consulting with the Commission directly for grievances against the Executive Director as needed.

Chair Tschumy asked if there were any members of the public wished to provide comments at this time. There were none.

Vice Chair Wood said that she will send the officially approved evaluation form to the Commissioners shortly. She asked whether the form can be shown to someone who asks to see what the evaluation criteria are. Associate Director Yoza replied that the evaluation form is a public document and can be made available to someone who asks for it.

Commissioner Graulty made and Commissioner Fong seconded a motion to approve: (1) the evaluation instrument, with the changes described by Vice Chair Wood (Attachment 1B); and (2) the evaluation process, which will only involve Commissioners and will not include staff. The motion carried unanimously (Tschumy, Wood, Graulty, Fong voting).

Attachment 1A: 2019 Instrument for Evaluation of Executive Director
Attachment 1B: 2020 Instrument for Evaluation of Executive Director

Agenda Item No. VII: Akana v. Hawaii State Ethics Commission and Daniel Gluck, Civil No. 18-1-1019-06 (JHA); Akana v. Hawaii State Ethics Commission, Civil No. 19-1-0379-03 (JHA); State of Hawaii, Ethics Commission v. Rowena Akana, Civil No. 20-1-0453 (BIA)

Executive Director Gluck said that the appeal by Rowena Akana of the Commission's ruling is pending with the Intermediate Court of Appeals ("ICA"). Executive Director Gluck said the timeline for this matter is very unpredictable, but that he estimates it to be approximately one year before the ICA issues a decision.

Executive Director Gluck said that in regard to Ms. Akana's outstanding collections, there are two issues at hand: 1) the fine imposed by the Commission, and 2) the action to recover the gifts improperly received. Executive Director Gluck said that a lien has been placed upon Ms. Akana's home for the fines but that no garnishment proceedings have been implemented at this time.

Commissioner Graulty asked if a supersedeas bond was filed, and Commissioner Fong asked if the lien was placed on Ms. Akana's home due to her refusal to pay versus her inability to pay. Executive Director Gluck said he was unsure of these details, and that if the Commission wished to discuss the case in further depth, it could do so in an Executive Session.

Commissioner Graulty expressed concerns with the receipt of the fines imposed upon Ms. Akana by the Commission potentially being delayed by the appeal process,

and asked if it would be possible to receive a report from the AG's office regarding the current status of the collections matter. Executive Director Gluck said he would request a report from the office of the AG at the next Commission meeting.

ADJOURNMENT OF SUNSHINE LAW MEETING

At approximately 9:58 a.m., Commissioner Gaulty made and Commissioner Fong seconded a motion to adjourn the Sunshine Law Meeting. The motion carried unanimously (Tschumy, Wood, Gaulty, and Fong voting).

The meeting was adjourned at 9:58 a.m.

Minutes approved on: October 15, 2020

Hawaii State Ethics Commission
Executive Director's Evaluation
April 2, 2019

Please mark the number that best describes your response to the items below (you will have to print out if you wish to use circles; otherwise, x, underline or bold are all acceptable as long as they are clear).

5=Excellent 4=Good 3=Adequate 2=Less than adequate 1=Poor 0=No opinion

A. Legal Counsel to Commission

1. Advises Commissioners on the legal issues and precedents to facilitate informed decision-making.
Circle one: 5 4 3 2 1 0
2. Ensures Commissioners are aware of both sides of the issue being decided (the pros and cons), including the ramifications/unintended consequences of Commission action.
Circle one: 5 4 3 2 1 0
3. Informs Commission members regarding any feedback related to the Commission's actions and/or decisions.
Circle one: 5 4 3 2 1 0
4. Demonstrates expertise with relevant laws, rules, procedures, and legal principles.
Circle one: 5 4 3 2 1 0
5. Applies ethics and lobbying laws to factual situations in a fair and consistent manner.
Circle one: 5 4 3 2 1 0

B. Commission meetings and training

6. Develops positive, cooperative, and collaborative relationships with Commission members.
Circle one: 5 4 3 2 1 0
7. Responds to Commission members' inquiries in a timely manner.
Circle one: 5 4 3 2 1 0
8. Assists Chairperson in conducting meetings effectively.
Circle one: 5 4 3 2 1 0
9. Responds appropriately to input from Commission members.
Circle one: 5 4 3 2 1 0

C. Administration and Enforcement of Chapters 84 and 97, HRS

10. Oversees, plans, and implements effective complaint investigations regarding possible violations of Chapters 84 and 97, HRS.
Circle one: 5 4 3 2 1 0
11. Oversees the administration of disclosure requirements under Chapter 84, HRS (financial & gift disclosures, as well as contract notices), including facilitating compliance by filers.
Circle one: 5 4 3 2 1 0
12. Oversees the administration of registration and filing requirements under Chapter 97, HRS (lobbyists' registration and expenditure & contribution reports), including facilitating compliance by filers.
Circle one: 5 4 3 2 1 0

Hawaii State Ethics Commission
Executive Director's Evaluation
April 2, 2019

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13. Conducts and oversees enforcement proceedings against individuals who do not comply with the filing requirements of Chapters 84 and 97, HRS including prosecuting or serving as legal counsel to the Commission in contested case hearings.

Circle one: 5 4 3 2 1 0

14. Resolves cases in an efficient manner, including negotiations based on the facts, the law, and the Commission's guidance & objectives.

Circle one: 5 4 3 2 1 0

15. Drafts and reviews staff opinion letters, advisory opinions, legal memoranda and other documents related to complaints, investigations, enforcement proceedings, etc.

Circle one: 5 4 3 2 1 0

D. Education Program

16. Develops, conducts, and manages education workshops and presentation, including mandatory ethics training for state government officials as required by law.

Circle one: 5 4 3 2 1 0

17. Oversees the development, design, and maintenance of the Commission's website.

Circle one: 5 4 3 2 1 0

18. Develops educational materials, including the Commission's newsletter and other publications.

Circle one: 5 4 3 2 1 0

E. Media

19. Responds to inquiries from the media in a clear, concise and professional manner, including correcting misstatements about Commission business without violating confidentiality.

Circle one: 5 4 3 2 1 0

20. Monitors the media for commentary related to the work of the Commission and keeps Commission members informed regarding any response/correction/clarification provided to the media.

Circle one: 5 4 3 2 1 0

21. Ensures that any comments to the media are confined to factual and legal matters (as opposed to the Commission's deliberation process).

Circle one: 5 4 3 2 1 0

22. Issues appropriate news releases, commentaries, and letters to the editor as necessary.

Circle one: 5 4 3 2 1 0

F. Relations with other state and federal agencies and organizations

23. Maintains professional relations with other state, local, and federal agencies.

Circle one: 5 4 3 2 1 0

Hawaii State Ethics Commission
Executive Director's Evaluation
April 2, 2019

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24. Maintains professional relations with local and national organizations, such as Common Cause Hawaii, the League of Women Voters, and the Council on Governmental Ethics Laws, to promote ethics and "good government" initiatives.

Circle one: 5 4 3 2 1 0

G. Legislation

25. Drafts, edits, and/or reviews legislative testimony; ensures testimony is clear, concise, and professional; also ensures content reflects appropriate depth of discussion.

Circle one: 5 4 3 2 1 0

26. Understands and actively engages in the legislative process, including initiating and/or supporting desirable changes in the ethics and/or lobbying laws.

Circle one: 5 4 3 2 1 0

27. Attends legislative hearings, presents testimony, and fields questions from legislators in a clear, concise and professional manner.

Circle one: 5 4 3 2 1 0

28. Reaches out to key government decision-makers to support or oppose legislation, as appropriate.

Circle one: 5 4 3 2 1 0

29. Works collaboratively with community groups and members of the public on legislative matters of common interest.

Circle one: 5 4 3 2 1 0

H. Budget and fiscal operations

30. Plans, prepares, and manages Commission's budget, including making appropriate adjustments when needed.

Circle one: 5 4 3 2 1 0

31. Ensures all fiscal operations of the office, including payroll and procurement of all goods and services, are in accordance with applicable laws.

Circle one: 5 4 3 2 1 0

32. Negotiates and executes office lease agreements and other agreements and contracts on behalf of the Commission.

Circle one: 5 4 3 2 1 0

I. Administration and Management

33. Communications, in writing, are concise, well-organized, and well-reasoned manner.

Circle one: 5 4 3 2 1 0

34. Communicates, orally, in an articulate, effective, and professional manner.

Circle one: 5 4 3 2 1 0

Hawaii State Ethics Commission
Executive Director's Evaluation
April 2, 2019

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35. Handles conflicts and disagreements with sensitivity and tact.
Circle one: 5 4 3 2 1 0

36. Demonstrates high standards of integrity and fairness.
Circle one: 5 4 3 2 1 0

37. Treats everyone with dignity and respect.
Circle one: 5 4 3 2 1 0

38. Listens effectively, with an open mind, and works to develop positive morale and relationships with staff attorneys.
Circle one: 5 4 3 2 1 0

39. Listens effectively, with an open mind, and works to develop positive morale and relationships with non-attorney staff members.
Circle one: 5 4 3 2 1 0

40. Listens effectively, with an open mind, and works to develop and foster positive relationships with Commission members.
Circle one: 5 4 3 2 1 0

41. Willing to compromise or change course of action where appropriate.
Circle one: 5 4 3 2 1 0

42. Fosters teamwork and possesses effective team building skills.
Circle one: 5 4 3 2 1 0

Hawaii State Ethics Commission
Executive Director's Evaluation
August 20, 2020

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A. Legal Counsel to Commission

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Circle one: 5 4 3 2 1 0
2. Ensures Commissioners are aware of both sides of the issue being decided (the pros and cons), including the ramifications/unintended consequences of Commission action.
Circle one: 5 4 3 2 1 0
3. Informs Commission members regarding any feedback related to the Commission's actions and/or decisions.
Circle one: 5 4 3 2 1 0
4. Applies ethics and lobbying laws to factual situations in a fair and consistent manner.
Circle one: 5 4 3 2 1 0

B. Commission meetings and training

5. Develops positive, cooperative, and collaborative relationships with Commission members.
Circle one: 5 4 3 2 1 0
6. Responds to Commission members' inquiries in a timely manner.
Circle one: 5 4 3 2 1 0
7. Assists Chairperson in conducting meetings effectively.
Circle one: 5 4 3 2 1 0
8. Responds appropriately to input from Commission members.
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C. Administration and Enforcement of Chapters 84 and 97, HRS

9. Oversees, plans, and implements effective complaint investigations regarding possible violations of Chapters 84 and 97, HRS.
Circle one: 5 4 3 2 1 0
10. Oversees the timely administration and compliance with disclosure requirements under Chapter 84, HRS (financial & gift disclosures, as well as contract notices).
Circle one: 5 4 3 2 1 0
11. Oversees the timely administration of registration and compliance with filing requirements under Chapter 97, HRS (lobbyists' registration and expenditure & contribution reports).
Circle one: 5 4 3 2 1 0
12. Oversees enforcement proceedings against individuals who do not comply with the filing requirements of Chapter 84 and 97, HRS including prosecuting or serving as legal counsel to the Commission in contested case hearings.
Circle one: 5 4 3 2 1 0

Hawaii State Ethics Commission
Executive Director's Evaluation
August 20, 2020

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13. Manages resolution of cases in a timely manner, including negotiations based on the facts, the law, and the Commission's guidance & objectives.

Circle one: 5 4 3 2 1 0

14. Drafts and/or reviews staff opinion letters, advisory opinions, legal memoranda and other documents related to complaints, investigations, enforcement proceedings, etc.

Circle one: 5 4 3 2 1 0

D. Education Program

15. Develops, conducts, and manages education workshops, including mandatory ethics training for state government officials as required by law.

Circle one: 5 4 3 2 1 0

16. Oversees the development, design, and maintenance of the Commission's website.

Circle one: 5 4 3 2 1 0

17. Develops educational materials, including the Commission's newsletter and other publications.

Circle one: 5 4 3 2 1 0

E. Media

18. Responds to inquiries from the media in a clear, concise and professional manner, including correcting misstatements about Commission business without violating confidentiality.

Circle one: 5 4 3 2 1 0

19. Monitors the media for commentary related to the work of the Commission and keeps Commission members informed regarding any response/correction/clarification provided to the media.

Circle one: 5 4 3 2 1 0

20. Ensures that any comments to the media are confined to factual and legal matters (as opposed to the Commission's deliberation process).

Circle one: 5 4 3 2 1 0

21. Issues appropriate news releases, commentaries, and letters to the editor as necessary.

Circle one: 5 4 3 2 1 0

F. Relations with other state and federal agencies and organizations

22. Maintains professional relations with other state, local, and federal agencies.

Circle one: 5 4 3 2 1 0

23. Maintains professional relations with local and national organizations, such as Common Cause Hawaii, the League of Women Voters, and the Council on Governmental Ethics Laws, to promote ethics and "good government" initiatives.

Circle one: 5 4 3 2 1 0

G. Legislation

24. Drafts, edits, and/or reviews legislative testimony; ensures testimony is clear, concise, and professional; also ensures content reflects appropriate depth of discussion.

Circle one: 5 4 3 2 1 0

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25. Understands and actively engages in the legislative process, including initiating and/or supporting desirable changes in the ethics and/or lobbying laws.
Circle one: 5 4 3 2 1 0
26. Attends legislative hearings, presents testimony, and fields questions from legislators in a clear, concise and professional manner.
Circle one: 5 4 3 2 1 0
27. Engages with key government decision-makers to support or oppose legislation, as appropriate.
Circle one: 5 4 3 2 1 0
28. Works collaboratively with community groups and members of the public on legislative matters of common interest.
Circle one: 5 4 3 2 1 0

H. Budget and Fiscal Operations

29. Plans, prepares, and manages Commission's budget, including making appropriate adjustments when needed.
Circle one: 5 4 3 2 1 0
30. Ensures all fiscal operations of the office, including payroll and procurement of all goods and services, are in accordance with applicable laws.
Circle one: 5 4 3 2 1 0
31. Negotiates and executes office lease agreements and other agreements and contracts on behalf of the Commission.
Circle one: 5 4 3 2 1 0

I. Administration and Management

33. Written communications are concise, well-organized, and well-reasoned.
Circle one: 5 4 3 2 1 0
34. Oral communication is clear, effective, and respectful.
Circle one: 5 4 3 2 1 0
35. Handles conflicts and disagreements with sensitivity and tact.
Circle one: 5 4 3 2 1 0
36. Demonstrates high standards of integrity and fairness.
Circle one: 5 4 3 2 1 0
37. Treats everyone with dignity and respect.
Circle one: 5 4 3 2 1 0
38. Works to develop and foster high morale and positive relationships with staff.
Circle one: 5 4 3 2 1 0

Hawaii State Ethics Commission
Executive Director's Evaluation
August 20, 2020

5=Excellent 4=Good 3=Adequate 2=Less than adequate 1=Poor 0=No opinion

39. Willing to compromise or change course of action where appropriate.

Circle one: 5 4 3 2 1 0

40. Possesses team building skills and fosters effective teamwork.

Circle one: 5 4 3 2 1 0

(form revised August 2020)