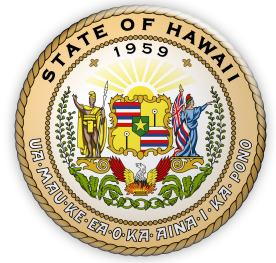


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THE HIGH ROAD

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"The people of Hawaii believe that public officers and employees must exhibit the highest standards of ethical conduct and that these standards come from the personal integrity of each individual in government."

— Hawai'i State Constitution Article XIV

State Ethics Commission Welcomes New Member Beverley Tobias

Governor Ige has appointed Beverley Tobias to the State Ethics Commission. Commissioner Tobias is the former Director of Occupational Health and Safety for Stanford Medical Center and the Lucile Packard Children's Hospital. She is also a retired Captain in the United States Army Nurse Corps, a Certified Occupational Health Nurse and a Fellow in the American Association of Occupational Health Nurses. She holds an Associate's Degree in Nursing from Belleville College, a Bachelor's Degree in Health Science from San Jose State University and a Master's Degree in Business Administration from Pepperdine University. She currently volunteers as an American Red Cross Master Trainer and Disaster Volunteer. Welcome, Commissioner Tobias!



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Reynard Gaulty
Harry McCarthy
Beverley Tobias

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Applications for State Ethics Commission Executive Director Now Being Accepted

The Hawai'i State Ethics Commission is now accepting applications for the position of Executive Director of the Commission. The Executive Director functions as the administrator and chief legal counsel for the Commission, overseeing the administration and enforcement of the State Ethics Code for state officials and the Lobbyists Law.

The Executive Director provides overall leadership in guiding all aspects of the Commission's programs and activities, which include: issuing advisory opinions to state officials about the ethics laws; investigating complaints of ethics violations; administering financial disclosure and gifts disclosure laws for state officials;

administering registration and reporting laws for lobbyists; and educating state officials about ethics in government.

Application information is available on the Commission's website at <https://ethics.hawaii.gov>. The application deadline is **October 6, 2021**.

Over 2,000 Employees Successfully Complete Ethics Online Training

Last January, the State Ethics Commission launched its ethics online training course for state employees. The 30-minute interactive program covers all the major ethics laws in the State Ethics Code. To date, over 2,000 employees have successfully completed the online course and received certificates of completion to verify their training.

Congratulations to the following state departments with the highest number of employees who completed the course: Department of Transportation, Department of Health, Department of Education and Department of Human Services.

For more information about the online course for employees (*Ethics for State Employees*), or to take the course, click here: <http://files.hawaii.gov/ethics/training/index.html>.

The Commission also offers a 30-minute online training course for state board members (*Ethics for State Board and Commission Members*). For more information or to take this course, click here: <http://files.hawaii.gov/ethics/training-bc/index.html>.



"The purpose of this chapter is to ... establish an ethics commission which will ... render advisory opinions and enforce the provisions of this law so that public confidence in public servants will be preserved."

Preamble, Hawai'i Revised Statutes Chapter 84 (State Ethics Code)

Ethics Tips on What Not to Do

When it comes to ethics, what you don't do can be as important as what you do. Here are a few "don'ts" that will help you avoid ethics infractions:

1. Don't accept any gifts from vendors or contractors with your agency; someone involved in a contested case before your agency; or someone who is regulated by your agency.
2. Don't use state resources (state time, equipment, facilities or other state resources, such as state e-mail) for private business activities, private fundraising, or campaign activities. Don't "borrow" state equipment or machinery for personal use. And don't assume that misusing state property is ok just because other employees have done the same thing.
3. Don't enter into substantial financial transactions with a subordinate or with a person or business you supervise, oversee or inspect. For example, don't rent an apartment from a subordinate employee.
4. Don't take action as a state employee affecting a business (including a non-profit organization) if you or your spouse work for the business or serve as an officer or director for the business. For example, don't recommend that your agency purchase personal protective equipment from a vendor if your spouse works for that vendor.
5. Don't assist or represent anyone for pay on matters before your state agency or matters you have worked on as a state employee. For example, don't represent a business for pay in applying to your own state agency for a contract, license or permit.

Ethics in the Time of the Pandemic

The State Ethics Commission has made some adjustments to its office operations due to the COVID-19 pandemic, but this has not disrupted our services to state employees and the public. Here is an update on the services and resources that we continue to provide to promote ethics in state government.

Has the State Ethics Code been suspended during the pandemic? No. Although other state laws were suspended by the Governor's Emergency Proclamations during the pandemic, the State Ethics

Code has remained in effect throughout this time. The ethics laws continue to apply to all state officials and employees, and the Commission continues to administer and enforce those laws.

Is the State Ethics Commission continuing to meet during the pandemic? Yes. The Commission has continued its regular schedule of monthly meetings for Commission business. Commission meetings are now held via Zoom videoconference in compliance with the Sunshine Law. Commissioners and staff participate in meetings

remotely and members of the public may also attend meetings via videoconference or telephone. Anyone wishing to testify may do so during the meetings or may submit written testimony. The Commission's 2021 meeting schedule, agendas, meeting materials, minutes and video recordings of meetings are all posted on the Commission's website at <https://ethics.hawaii.gov>.

How do I obtain ethics advice or file an ethics complaint during the pandemic? Simply call or e-mail the Commission's office and an attorney of the day will be available to respond to your request or complaint.

Ethics in the Time of the Pandemic

(Continued from page 3)

Most requests for advice can be handled informally over the phone. For more information about how to get quick, confidential advice, click here:

<https://ethics.hawaii.gov/advice/#advice>. For information about how to make an ethics complaint and the Commission's complaint process, click here: <https://ethics.hawaii.gov/reports/ethicsviolation/>.

Am I still required to file a financial disclosure statement during the pandemic? Yes, if you have been notified by our office that you are required to file a financial disclosure statement, you must do so by the applicable filing deadline.

Financial disclosure statements must be filed using the Commission's electronic filing system. For information about how to file your form electronically click here:

<https://hawaiiethics.force.com/disclosures/s/>. If you need assistance, call or e-mail our office and we will be happy to help.

Are you still offering ethics training during the pandemic? Yes! We have continued to conduct ethics training for hundreds of state employees via Zoom. The 90-minute training sessions are led by the Commission's attorneys and participants are invited to post questions for the attorneys to address during each session. Our next **General Ethics Training** via Zoom will be held on **October 5, 2021**. You can register for this session here:

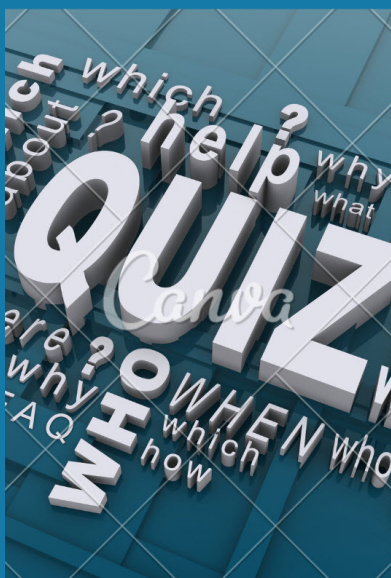
https://ethics.hawaii.gov/ethics/training_schedule/.

Can't make the Zoom class? Employees are also encouraged to take the Commission's online ethics course (*Ethics for State Employees*), which covers the same basic information as our Zoom training in less time (about 30 minutes). The online course is especially useful to give new employees a quick introduction to the State Ethics Code.

What is the Commission's contact information?

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QUESTION: Are state departments required to cooperate when the State Ethics Commission asks for assistance in the performance of its duties?

- A. No, because departments have enough to do already.
- B. Yes, unless it appears that someone in the department violated the Ethics Code.
- C. Yes, because departments have a duty to provide cooperation and assistance to the Commission.

ANSWER: C. The State Ethics Code provides that the Ethics Commission may request and shall receive every state agency's cooperation and assistance in the Commission's performance of its duties. Hawai'i Revised Statutes § 84-36.