



Approved

Approved as submitted 9/15/2023

**BOARD OF ETHICS MEETING MINUTES  
FRIDAY, AUGUST 11, 2023, 9:00 AM  
Līhu`e Civic Center, Pi`ikoi Building, Suite 300  
4444 Rice Street, Līhu`e, HI 96766**

**A. CALL TO ORDER**

Chair Latkiewicz called the meeting to order at 9am

**B. ROLL CALL**

Chair John Latkiewicz  
Vice Chair Ryan de la Pena  
Secretary Rose Ramos-Benzel  
Member Kevin McGinnis  
Member Chantal Zarbaugh  
Excused: Member Dean Toyofuku

Staff Present: Deputy County Attorney Hugo Cabrera, Administrator Ellen Ching, and Administrative Specialist Anela Davis.

**C. APPROVAL OF AGENDA**

For the record Chair Latkiewicz confirmed with Administrator Ching that there was no one in the audience and that he would not have to ask for testimony before every agenda item.

Vice Chair Ryan de la Pena moved to approve the agenda, seconded by Secretary Rose Ramos-Benzel.

The motion to approve the agenda was passed by a vote of 5:0.

**D. MINUTES**

1. July 21, 2023

[2023\\_0721\\_BOE OP Minutes Draft.pdf](#)

Vice Chair Ryan de la Pena moved to approve as submitted the minutes of July 21, 2023 meeting, seconded by Member Kevin McGinnis.

The motion to approve as submitted, the minutes of July 21, 2023 meeting passed by a vote of 5:0.

**E. PUBLIC TESTIMONY**

None.

**F. COMMUNICATION**

BOE 2023-13 Letter from Chair Bronson Bautista, Charter Review Commission, dated July 10, 2023, regarding requesting proposals to amend the Charter.

[BOE 2023-13 Letter from CRC.pdf](#)

Vice Chair Ryan de la Pena moved to receive BOE 2023-13, seconded by Member Chantal Zarbaugh.

The motion to receive BOE 2023-13 was passed by a vote of 5:0.

**G. BUSINESS**

BOE 2023-14 Discussion and possible action regarding proposals to amend the Charter.

Administrator Ching gave background on amendment proposals.

No discussion and action on this item.

**H. DISCLOSURES**

Volunteers:

1. Kathleen Kikuchi-Samonte, Historic Preservation Review Commission
2. Gary Pacheco, Fire Commission
3. Trevor Ford, Fire Commission
4. Taryn Dizon, Public Access, Open Spaces and Natural Resources Preservation Fund Commission
5. Stacy Waikoloa, Cost Control Commission
6. Lisa Knutson, Police Commission

Vice Chair Ryan de la Pena moved to return #2 for clarification on Sections I, III, and IV, seconded by Secretary Rose Ramos-Benzel.

The motion to return #2 for clarification on Sections I, III, and IV was passed by a vote of 5:0.

Vice Chair Ryan de la Pena moved to approve as complete numbers 1, 3, and 4-6 , seconded by Member Kevin McGinnis.

The motion to approve as complete numbers 1, 3, and 4-6 was passed by a vote of 5:0.

**I. ANNOUNCEMENTS**

**Next Meeting: Friday, September 15, 2023, at 1:00 p.m.**

**J. ADJOURNMENT**

Hearing no objections Chair Latkiewicz adjourned the meeting at 9:07 a.m.

## NOTICE OF EXECUTIVE SESSION

Pursuant to Hawaii Revised Statutes §92-7(a), the Board may, when deemed necessary, hold an executive session on any agenda item without written public notice if the executive session was not anticipated in advance. Any such executive session shall be held pursuant to HRS §92-4 and shall be limited to those items described in HRS §92-5(a). Discussions held in Executive Session are closed to the public.

cc: Hugo Cabrera, Deputy County Attorney

Submitted by: \_\_\_\_\_  
Anela Davis, Administrative Specialist

Reviewed and Approved by: \_\_\_\_\_  
John Latkiewicz, Chair

( X ) Approved as circulated. ( ) Approved with amendments. See minutes of \_\_\_\_\_