



Approved

Approved as submitted 10/20/2023

**BOARD OF ETHICS MEETING MINUTES
FRIDAY, SEPTEMBER 15, 2023, 1:00 PM
Līhu`e Civic Center, Pi`ikoi Building, Suite 300
4444 Rice Street, Līhu`e, HI 96766**

A. CALL TO ORDER

Vice Chair de la Pena called the meeting to order at 1pm

B. ROLL CALL

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

Staff Present: Deputy County Attorney Mark Bradbury, Administrator Ellen Ching, and Support Clerk Arleen Kuwamura.

C. APPROVAL OF AGENDA

For the record Vice Chair de la Pena 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.

Member Dean Toyofuku moved to approve the agenda , seconded by Member Chantal Zarbaugh.

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

D. APPROVAL OF MINUTES

1. August 11, 2023

Member Kevin McGinnis moved to approve as submitted the minutes of August 11, 2023 meeting, seconded by Secretary Rose Ramos-Benzel.

The motion to approve as submitted, the minutes of August 11, 2023 meeting passed by a vote of 5:0.

E. PUBLIC TESTIMONY

None

F. COMMUNICATION

1. [BOE 2023-15](#) Report on 2023 Ethics in Hawaii Conference.

Secretary Ramos-Benzel thanked the Board for the opportunity to attend the State Conference. She shared meeting counterparts from neighbor islands and assumption that Oahu has all the resources, which they do, but that Maui had none. She also shared on the handouts that were received filled with statistics and data. Kauai has two commissioners on the State Commission, Bev Tobias, who was at the conference and a retired attorney that attended virtually. Oahu has ethics training as part of onboarding as well as refreshers. She emphasized that the refresher ethics training lets people know that it's being watched and reminds employees of the code. Online trainings and videos are available to Kauai to access, highlighted the "CAN-NO CAN" video which was engaging. She felt feeling that she wanted to know more as a new member.

Member Zarbaugh added that Oahu can do so much because they have a budget and a marketing team. She agrees that if preventative action rather than reactive action was put into place. Suggest getting something in place at the beginning and refreshing for employees. The contacts that were made was great and sharing of their information is good for the board.

Secretary Ramos-Benzel added that Oahu made a strategic plan for their commission and new law on lobbyist were interesting.

Administrator Ching shared that Human Resources does a Code of Ethics training during onboarding, but she will need to check on it. She does orientation/training for new volunteers which includes the Code of Ethics. She suggested that the Board discuss under business what they would like to further look at regarding moving on issues brought up at the conference.

Member Dean Toyofuku moved to receive the report on the 2023 Ethics in Hawaii Conference , seconded by Member Kevin McGinnis.

The motion to receive the report was passed by a vote of 5:0.

G. BUSINESS

1. [BOE 2023-16](#) Discussion and possible action regarding report on 2023 Ethics in Hawaii Conference.

Administrator Ching gave the option of forming a PIG to look at what the Board may do with the information from the Conference. The formation of a PIG will be added to the next agenda.

2. [BOE 2023-17](#) Discussion and possible action regarding Gift Disclosures.
The Board discussed the questions from the handout on Gifts. They asked that staff get the answers to the questions.

Administrator Ching suggested that this be part of the PIG as well.

H. DISCLOSURES

Employees:

1. KipuKai Kualii, Vice Chair Kauai County Council
2. Blanche Reiko Matsuyama, Managing Director
3. Michelle Lizama, Director of Finance
4. Chelsie Sakai, Deputy Director of Finance

Member Dean Toyofuku moved that disclosures 1-4 be accepted, seconded by Member Chantal Zarbaugh.

The motion to accept disclosures 1-4 was passed by a vote of 5:0.

I. ANNOUNCEMENTS

Next Meeting: Friday, October 20, 2023, at 1:00 p.m.

Secretary Ramos-Benzel will not be attending next month's meeting she is off island.

J. ADJOURNMENT

Hearing no objections, Vice Chair de la Pena adjourned the meeting at 1:58pm.

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: _____
Ryan de la Pena, Vice Chair

(X) Approved as circulated. () Approved with amendments. See minutes of 10/20/2023