



BOARD OF ETHICS

RYAN DE LA PENA, CHAIR
ROSE RAMOS-BENZEL, VICE CHAIR
CHANTAL ZARBAUGH, SECRETARY

JOHN LATKIEWICZ, MEMBER
KEVIN MCGINNIS, MEMBER
AMBER MOKUAHI, MEMBER
DEAN TOYOFUKU, MEMBER

Meetings of the Board of Ethics will be conducted as follows until further notice:

- Meetings will be publicly noticed pursuant to HRS Chapter 92.
- Minutes of meetings will be completed pursuant to HRS Chapter 92 and posted to the Commission's website upon completion and approval.

Public Comments and Testimony:

- **Written testimony** will be accepted for any agenda item herein.
 - Written testimony indicating your 1) name, and if applicable, your position/title and organization you are representing, 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address), may be submitted to adavis@kauai.gov or mailed to the Board of Ethics, c/o Office of Boards and Commission, 4444 Rice Street, Suite 300, Lihue, Hawaii 96766.
 - Written testimony received by the Board of Ethics at least 24 hours prior to the meeting will be distributed to all Board of Ethics Members prior to the meeting.
 - Any testimony received after this time and up to the start of the meeting will be summarized by the Clerk of the Board during the meeting and added to the record thereafter.
 - Any late testimony received will be distributed to the members after the meeting is concluded.
- **Oral testimony** will be taken during the public testimony portion of the meeting.
 - It is recommended that anyone interested in providing oral testimony register at least 24 hours prior to the meeting by emailing adavis@kauai.gov or calling (808) 241-4917. Any request to register shall include your 1) name, and if applicable, your position/title and organization you are representing, and 2) the agenda item that you are providing comment on, and 3) contact information (telephone number and email address).
 - Per the Board of Ethics's and Chairs practice, there is three-minute time limit per testifier per agenda item.
 - Individuals who have not registered to provide testimony will be given an opportunity to speak on an agenda item following the registered speaker.

SPECIAL ASSISTANCE

IF YOU NEED AN AUXILIARY AID/SERVICE, OTHER ACCOMMODATION DUE TO A DISABILITY, OR AN INTERPRETER FOR NON-ENGLISH SPEAKING PERSONS, CONTACT THE OFFICE OF BOARDS AND COMMISSIONS AT (808) 241-4917 OR ADAVIS@KAUAI.GOV AS SOON AS POSSIBLE. REQUESTS MADE AS EARLY AS POSSIBLE WILL ALLOW ADEQUATE TIME TO FULFILL YOUR REQUEST.

UPON REQUEST, THIS NOTICE IS AVAILABLE IN ALTERNATIVE FORMATS SUCH AS LARGE PRINT, BRAILLE, OR ELECTRONIC COPY.



BOARD OF ETHICS

RYAN DE LA PENA, CHAIR
ROSE RAMOS-BENZEL, VICE CHAIR
CHANTAL ZARBAUGH, SECRETARY

JOHN LATKIEWICZ, MEMBER
KEVIN MCGINNIS, MEMBER
AMBER MOKUAHI, MEMBER
DEAN TOYOFUKU, MEMBER

BOE REGULAR SESSION NOTICE AND AGENDA

Friday, January 19, 2024
1:00 pm or shortly thereafter
Līhu'e Civic Center
Pi'ikoi Building, Suite 300
4444 Rice Street, Līhu'e, HI 96766

A. **CALL TO ORDER**

B. **ROLL CALL**

C. **APPROVAL OF AGENDA**

D. **MINUTES of the meeting of the Open Session**

1. November 17, 2023
[2023_1117 BOE Minutes Draft](#)

E. **PUBLIC TESTIMONY**

H. **BUSINESS**

BOE 2024-01 Presentation by the Permitted Interaction Group (PIG) to provide recommendations on BOE initiatives and/or strategic plan.

I. **DISCLOSURES**

Volunteer:

1. Jan TenBruggencate, Charter Review Commission
2. Christopher White, Board of Review
3. Amber Mokuahi, Board of Ethics
4. Piikea Keyes-Saiki, Civil Service Commission
5. Jody Kjeldsen, Board of Review
6. Aimee Lorenzo, Civil Service Commission

L. **ANNOUNCEMENTS**

Next meeting: Friday, February 16, 2024, at 1:00 p.m.

M. **ADJOURNMENT**

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.

Hugo Cabrera, Deputy County Attorney



**BOARD OF ETHICS MEETING MINUTES
FRIDAY, NOVEMBER 17, 2023, 1:00 PM
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 1:00pm.

B. ROLL CALL

Chair John Latkiewicz
Vice Chair Ryan de la Pena
Secretary Rose Ramos-Benzel
Member Kevin McGinnis

Excused: Member Dean Toyofuku, Member Chantal Zarbaugh

Staff Present: Deputy County Attorney Mark Bradbury, 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 need to ask for testimony before each agenda item.

Member Kevin McGinnis moved to approve the agenda, seconded by Secretary Rose Ramos-Benzel.

The motion to approve the agenda was passed by a vote of 4:0.

D. MINUTES of the meeting of the Open Session

1. October 20, 2023
[2023_1020_BOE OP Minutes Draft](#)

Member Kevin McGinnis moved to approve the minutes of October 20, 2023, seconded by Vice Chair Ryan de la Pena.

The motion to approve the minutes of October 20, 2023 was passed by a vote of 4:0.

E. PUBLIC TESTIMONY

None

F. BUSINESS

BOE 2023-20 Discussion and decision-making on establishing a Permitted Interaction Group (PIG). The purpose of establishing a PIG would be to provide recommendations on BOE initiatives and/or strategic plan.

Administrator Ching explained the formation of the Permitted Interaction Group (PIG) with no more than three members and approximately 3 meetings, initial to discuss what want to move forward, what specifics, and draft report to be reported to the board.

Secretary Ramos-Benzel suggested that she and Member Zarbaugh on the PIG as they attended the State Conference which brought up issues for the Board to consider. She suggested that a third member should also be a part of the PIG.

Secretary Rose Ramos-Benzel moved to approve to form a Permitted Interaction Group (PIG), seconded by Member Kevin McGinnis.

The motion to form a Permitted Interaction Group (PIG) was passed by a vote of 4:0.

Vice Chair Ryan de la Pena moved to approve that the Permitted Interaction Group (PIG) consist of Secretary Ramos-Benzel, Members Chantal Zarbaugh, and Member McGinnis., seconded by Secretary Rose Ramos-Benzel.

The motion that the Permitted Interaction Group (PIG) consist of Secretary Ramos-Benzel, Members Chantal Zarbaugh, and Member McGinnis was passed by a vote of 4:0.

BOE 2023-21 Election of Chair, Vice Chair and Secretary for 2024 calendar year.

Member Kevin McGinnis moved to nominate Vice Chair Ryan de la Pena as Chair for 2024 calendar year, seconded by Secretary Rose Ramos-Benzel.

The motion to nominate Vice Chair Ryan de la Pena as Chair for 2024 calendar year was passed by a vote of 4:0.

Vice Chair Ryan de la Pena moved to nominate Secretary Ramos-Benzel as Vice Chair for 2024 calendar year, seconded by Member Kevin McGinnis.

The motion to nominate Secretary Ramos-Benzel as Vice Chair for 2024 calendar year was passed by a vote of 4:0.

Member Kevin McGinnis moved to nominate Member Zarbaugh as Secretary for 2024 calendar year, seconded by Vice Chair Ryan de la Pena.

The motion to nominate Member Zarbaugh as Secretary for 2024 calendar year was then passed by a vote of 4:0.

[BOE 2023-22](#) Discussion and possible approval of the 2024 meeting schedule.

Staff Davis noted that the August 2024 meeting will be the second Friday as there is a holiday on the third Friday, and no meeting is scheduled for December 2024.

Vice Chair Ryan de la Pena moved to approve the 2024 meeting schedule, seconded by Secretary Rose Ramos-Benzel.

The motion to approve 2024 meeting schedule. was passed by a vote of 4:0.

G. ANNOUNCEMENTS

Next Meeting: Friday, January 19, 2024, at 1:00 p.m.

H. ADJOURNMENT

Chair Latkiewicz adjourned the meeting at 1:15p.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: Mark Bradbury, Deputy County Attorney

Submitted by: _____
Anela Davis, Administrative Specialist

Reviewed and Approved by: _____
John Latkiewicz, Chair

() Approved as circulated. () Approved with amendments. See minutes of _____