



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

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.



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BOE REGULAR SESSION NOTICE AND AGENDA

Friday, April 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. March 15, 2024
[2024_0315 BOE Minutes Draft](#)

E. **PUBLIC TESTIMONY**

F. **DISCLOSURES**

Employees:

1. Lenny Rapozo, Program Administrative Officer I
2. Jill Niitani, Human Resources Manager III

Volunteers:

3. Beverly Gotelli, Civil Service Commission
4. Edith Ignacio Neumiller, Committee on the Status of Women
5. Monica Belz, Fire Commission
6. Sarah Bryce, Arborist Committee
7. Alfredo Garces, Jr., Fire Commission
8. Mary Kay Hertog, Police Commission
9. Lori Koga, Board of Ethics
10. Laurie Yoshida, Police Commission
11. Ryan de la Peña, Board of Ethics
12. Rodney Yama, Fire Commission
13. Jeff Murray, Fire Commission

Candidates:

14. Bart Thomas, Candidate for County Council
15. Melvin Rapozo, Candidate for County Council
16. Ross Kagawa, Candidate for County Council

G. EXECUTIVE SESSION

ES-002 Pursuant to Hawai'i Revised Statutes §92-4, §92-5(a)(4), §92-9(a)(1-4) and (b), the purpose of this Executive Session is for the Board to approve or amend the Executive Session Minutes of March 15, 2024, and to consult with its attorney on issues pertaining to the Board's powers, duties, privileges, immunities, and /or liabilities as they may relate to this item.

H. RETURN TO OPEN SESSION

I. ANNOUNCEMENTS

Next meeting: Friday, May 17, 2024

J. 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



Draft to be Approved

**BOARD OF ETHICS MEETING MINUTES
FRIDAY, MARCH 15, 2024, 1:00 PM
Līhu`e Civic Center, Pi`ikoi Building, Suite 300
4444 Rice Street, Līhu`e, HI 9676**

A. CALL TO ORDER

Chair de la Peña called the meeting to order at 1:00 pm.

B. ROLL CALL

Chair Ryan de la Peña
Vice Chair Rose Ramos-Benzel
Secretary Chantal Zarbaugh
Member John Latkiewicz
Member Kevin McGinnis
Member Amber Mokuahi
Member Dean Toyofuku

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

C. APPROVAL OF AGENDA

Administrator Ching confirmed that there was no one in the audience and that a request for testimony on each item is not necessary.

Administrator Ching noted two corrections to the agenda, item ES-003 should be ES-001 and Regulatory Employee #5, Erin Takekuma, Administrative Services Officer, is classified as a Division Head and should be added to the disclosure list under open session.

Member Toyofuku moved to approve the agenda as amended, seconded by Vice Chair Ramos-Benzel.

The motion to approve the agenda as amended was passed by a vote of 7:0.

D. MINUTES of the meeting of the Open Session

D.1 February 16, 2024
[2024_0216 BOE Minutes Draft](#)

Chair de la Peña called for a motion to approve the minutes of February 16, 2024.

Member Latkiewicz moved to approve as submitted the minutes of February 16, 2024, seconded by Member Toyofuku.

The motion to approve as submitted the minutes of February 16, 2024 was passed by a vote of 7:0

E. PUBLIC TESTIMONY

Administrative Specialist Davis confirmed no public testimony received.

F. DISCLOSURES

Chair de la Peña noted that there were 25 disclosures to review and would take them from #1-12 and #13-25.

Employees:

1. Roger Mills, Deputy Fire Chief
2. Allison Fraley, Environmental Services Manager
3. Keola Siu, 1st Deputy Prosecuting Attorney
4. Michelle Lizama, Finance Director
5. Stephen Hall, Deputy County Attorney
6. Jill Niitani, Human Resources Manager
7. Del Sherman, Information Technology Manager
8. Jeremy Lee, Vehicle Registration and Licensing Manager
9. Ernest Barreira, Assistant Chief Procurement Officer
10. Mark Ismael, Deputy County Attorney
11. Malia Kagawa, Accounting Administrator
12. Nancee Robles, Treasurer
13. Erin Takekuma, Administrative Services Officer
14. Jenna Tatsey, Deputy County Attorney
15. Mahealani Krafft, 1st Deputy County Attorney
16. Tyler Saito, Deputy County Attorney
17. Janine Rapozo, Human Resources Manager
18. Ludvina Takahashi, County Executive on Aging
19. Donna Olivas Loo, County Assistant Executive on Aging
20. Kimberly Torigoe, Deputy County Attorney
21. Mike Laureta, Planning Program Manager

Volunteers:

22. Chad Pacheco, Liquor Control Commission
23. Lori Barrett, Committee on the Status of Women
24. Lori Almarza, Fire Commission
25. Robert Crowell, Civil Service Commission

Member Toyofuku moved to return disclosure #6 for clarification on income, seconded by Member McGinnis.

The motion to return disclosure #6 for clarification on income was passed by a vote 7:0.

Member McGinnis moved to accept disclosures, #1-5 and #7-12, seconded by Member Toyofuku.

The motion to accept disclosures, #1-5 and #7-12 was passed by a vote of 7:0.

Vice Chair Ramos-Benzel moved to accept disclosures #13-25, seconded by Member Latkiewicz.

The motion to accept disclosures, #13-25 was passed by a vote of 7:0.

G. EXECUTIVE SESSION

ES-001 Pursuant to Hawai'i Revised Statutes § 92-4, § 92-5(a)(2), and § 92-5(a)(4), the purpose of this Executive Session is for the Board to review the Disclosure Statements required under Kaua'i County Code § 3-1.9 of the following regulatory employees, and to consult with its attorney on issues pertaining to the Board's powers, duties, privileges, immunities, and /or liabilities as they may relate to this item.

Regulatory Employees:

1. Jaret Towler, Planning Inspector
2. Kristen Romuar-Cabico, Planner
3. Marisa Valenciano, Planner
4. Leolynne Escalona, Building Code Development & Enforcement Manager
- ~~5. Erin Takekuma, Administrative Services Officer~~
6. James Tejada, Planning Inspector
7. Hope Stem, Procurement and Specifications Specialist
8. Lehua Cristobal, Real Property Valuation Analyst
9. Lilibeth Alfonso, Real Property Valuation Analyst
10. Jason Salvador, Real Property Appraiser
11. Taj Leone, Building Inspector
12. Gavin Shimamoto, Plumbing Inspector
13. Bradley Chiba, Building Inspector

Member Latkiewicz moved to enter into Executive Session at 1:15 pm, seconded by Member Mokuahi.

The motion passed by a vote of 7:0.

H. RETURN TO OPEN SESSION

Chair de la Peña called the meeting to order in Open Session at 1:17 pm.

Administrator Ching reported that the Board accepted Regulatory Employee Disclosures #1-4 and #6-13.

Member Latkiewicz moved to ratify the actions taken in Executive Session, seconded by Member McGinnis.

The motion to ratify the actions taken in Executive Session was passed by a vote of 7:0.

I. **ANNOUNCEMENTS**

Next meeting: Friday, April 19, 2024

J. **ADJOURNMENT**

Hearing no objections, Chair de la Peña adjourned the meeting at 1:18 pm.

NOTICE OF EXECUTIVE SESSION

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Hugo Cabrera, Deputy County Attorney

Submitted by: _____
Anela Davis, Administrative Specialist

Reviewed and Approved by: _____
Ryan de la Peña, Chair

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