



## BOARD OF ETHICS

JOHN LATKIEWICZ, CHAIR  
RYAN DE LA PENA, VICE CHAIR  
ROSE RAMOS-BENZEL, SECRETARY

KEVIN MCGINNIS, MEMBER  
DEAN TOYOFUKU, MEMBER  
CHANTAL ZARBAUGH, 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](mailto: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](mailto: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](mailto: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

---

JOHN LATKIEWICZ, CHAIR  
RYAN DE LA PENA, VICE CHAIR  
ROSE RAMOS-BENZEL, SECRETARY

KEVIN MCGINNIS, MEMBER  
DEAN TOYOFUKU, MEMBER  
CHANTAL ZARBAUGH, MEMBER

### REGULAR SESSION NOTICE AND AGENDA

Friday, September 15, 2023  
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. APPROVAL OF MINUTES**

1. [August 11, 2023](#)

**E. PUBLIC TESTIMONY**

**F. COMMUNICATION**

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

**G. BUSINESS**

1. [BOE 2023-16](#) Discussion and possible action regarding report on 2023 Ethics in Hawai'i Conference.
2. [BOE 2023-17](#) Discussion and possible action regarding Gift Disclosures.

**H. DISCLOSURES**

Employees:

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

**I. ANNOUNCEMENTS**

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

**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.

cc: Mark Bradbury, Deputy County Attorney