



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.

BOE REGULAR SESSION NOTICE AND AGENDA

Friday, March 15, 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. February 16, 2024
[2024_0216 BOE Minutes Draft](#)

E. PUBLIC TESTIMONY

F. DISCLOSURES

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. Jenna Tatsey, Deputy County Attorney
14. Mahealani Krafft, 1st Deputy County Attorney
15. Tyler Saito, Deputy County Attorney
16. Janine Rapozo, Human Resources Manager
17. Ludvina Takahashi, County Executive on Aging
18. Donna Olivas Loo, County Assistant Executive on Aging
19. Kimberly Torigoe, Deputy County Attorney
20. Mike Laureta, Planning Program Manager

Volunteers:

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

G. EXECUTIVE SESSION

ES-003 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

H. RETURN TO OPEN SESSION

I. ANNOUNCEMENTS

Next meeting: Friday, April 19, 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



**BOARD OF ETHICS MEETING MINUTES
FRIDAY, FEBRUARY 16, 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 1:00pm.

B. ROLL CALL

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

Excused: Member Kevin McGinnis

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

C. APPROVAL OF AGENDA

Chair de la Peña called for a motion to approve the agenda.

Member Toyofuku moved to approve the agenda, seconded by Member Mokuahi.

The motion was passed by a vote of 6:0.

D. MINUTES of the meeting of the Open Session January 19, 2023

January 19, 2024

[2024_0119_BOE Minutes-Draft](#)

Chair de la Peña called for a motion to approve the minutes of January 19, 2024.

Member Latkiewicz moved to approve the minutes of January 19, 2024, seconded by Vice Chair Ramos-Benzel.

The motion was passed by a vote of 6:0.

E. PUBLIC TESTIMONY

Administrator Ching confirmed that no testimony was received and that there was no one in the audience.

F. COMMUNICATION

[BOE 2024-02 2023](#) Letter from County Clerk Jade Fountain-Tanigawa dated February 1,2024, regarding the 2023 County of Kaua'i Lobbyist Registration.

Chair de la Peña called for a motion to receive BOE 2024- 02.

Member Latkiewicz moved to receive BOE 2024-02, seconded by Member Toyofuku.

The motion was passed by a vote of 6:0.

Member Toyofuku moved to send letters to the Lobbyist that have not submitted their 2023 Lobbyist Contributions & Expenditures Statement, seconded by Member Mokuahi.

The motion was then passed by a vote of 6:0.

G. BUSINESS

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

Administrator Ching reported that the PIG will be meeting after every meeting and ask for a deferral.

Secretary Zarbaugh moved to defer BOE 2024-01, seconded by Vice Chair Ramos-Benzel.

The motion was passed by a vote of 6:0.

H. DISCLOSURES

Volunteers:

1. Chad Pacheco, Liquor Control Commission
2. Lori Barrett, Committee on the Status of Women
3. John Calma, Police Commission

Chair de la Peña moved for motions on disclosures.

Secretary Zarbaugh moved to return disclosure #1 for clarification on Princeville Baker income, seconded by Vice Chair Ramos-Benzel.

The motion was passed by a vote of 6:0.

Secretary Zarbaugh moved to return disclosure #2 for clarification on two employers and only one salary reported, seconded by Vice Chair Ramos-Benzel.

The motion was passed by a vote of 6:0.

Member Toyofuku moved to receive disclosure #3, seconded by Member Mokuahi.

The motion was passed by a vote of 6:0.

I. ANNOUNCEMENTS

Next meeting: Friday, March 15, 2024, at 1:00 p.m.

J. ADJOURNMENT

Chair de la Peña adjourned the meeting at 1:09 p.m.

NOTICE OF EXECUTIVE SESSION

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Tyler Saito, 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 _____