



APPROVED

As submitted 04/19/2024

**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.

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

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

Submitted by: _____
Anela Davis, Administrative Specialist

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

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