



NOTICE OF MEETING

Notice is hereby given that a meeting of the
OAHU METROPOLITAN PLANNING ORGANIZATION
TECHNICAL ADVISORY COMMITTEE

will be held on

Friday, September 9, 2016 at 9: 00 a.m.
HART Board Meeting Room,
Ali'i Place, Suite 150
1099 Alakea Street, Honolulu, Hawaii
(entrance on Richards Street)

AGENDA

- I. Call to order by Chair
- II. Roll Call
- III. Approval of June 3 and July 8, 2016 Meeting Minutes
- IV. Reports
 - a. Interim Executive Director
- V. Old Business
 - a. None
- VI. New Business
 - a. **Presentation of the City and County of Honolulu's Complete Streets Policies**
Representatives from the City and County of Honolulu will provide a presentation on the City's Complete Streets policies and process.

Requested Action: None.
 - b. **Presentation of the Hawaii Department of Transportation's Complete Streets Policies**
Representatives from the Hawaii Department of Transportation will provide a presentation on the State's Complete Streets policies and process.

Requested Action: None.

Oahu Metropolitan Planning Organization

c. Complete Streets Project Checklist and Process & Procedures

Representatives from the OahuMPO's Citizen Advisory Committee (CAC) will discuss the CAC's request that the process and procedures documents for the Transportation Improvement Program (TIP) and the Oahu Regional Transportation Plan (ORTP) be amended to require the submission of a Complete Streets checklist for any project.

The TAC Bylaws Section B. 5 state that "A Permitted Interaction Group of the TAC by majority vote under HRS §92-2.5(b) and shall consist of two or more members of the TAC but less than the number of members which would constitute a quorum. Meetings of a Permitted Interaction Group are not required to be publically noticed. The Permitted Interaction Group must report back to the full TAC at a publically-noticed meeting the matters presented and discussed. This meeting must be an informational meeting or presentation where no action on the subject matter is taken by the TAC. Following the information meeting, the TAC shall schedule a subsequent meeting where formal action may be taken concerning the subject matter discussed and deliberated by the Permitted Interaction Group."

Requested Action: Consider forming a permitted interaction group (PIG), which will investigate the issue and prepare a report for the TAC's consideration.

d. OahuMPO Code of Conduct and Conflict of Interest Policies

The OahuMPO Financial and Compliance Report for the Fiscal Year Ended June 30, 2015 identified eight audit findings. The first of which is to "improve commitment to integrity and ethical values." The auditor went on to recommend that the "OahuMPO develop and implement a code of conduct policy and a conflict of interest policy to ensure that integrity and ethical values are maintain at the control environment level."

The OahuMPO staff has developed draft code of conduct and conflict of interest policies. At the July 20, 2015 Policy Board meeting, the Policy Board approved a draft of the OahuMPO code of conduct for staff subject to review by the State Attorney General's office, the State Ethics Commission's attorney, and the City's Corporation Counsel. The Attorney General's office recommended that the code of conduct policy include the Policy Board since they also are representatives of OahuMPO. The Ethics Commission noted that being State Boards the advisory committees should also be included. The enclosed drafts incorporate comments received from the City and County Department of Transportation Services (DTS), the Attorney General's office, and the State Ethics Commission. Comments were also requested from the City's Corporate Council through DTS on July 5, 2016.

Requested Action: Recommend Policy Board approval of the OahuMPO Code of Conduct and Conflict of Interest Policies as presented.

VII. Invitation to interested members of the public to be heard on matters not included on the agenda

VIII. Announcements

- a. Next anticipated meeting is October 14, 2016.

IX. Adjournment

To request language interpretation, or an auxiliary aid or service (i.e., sign language interpreter, or materials in alternative format), contact OahuMPO at 587-2015 (voice only) six (6) days prior to the meeting date. TTY users may use TRS to contact our office.