



OahuMPO Policy Board

October 17, 2016



Oahu MPO

- I. Call to order by Chair
- II. Introductions/Roll Call



III. July 29, 2016 Meeting Minutes



IV. Reports

- a. Interim Executive Director
- b. Technical Advisory Committee
- c. Citizen Advisory Committee



V. Old Business

- a. None



VI. New Business

- a. Complete Streets Implementation Plan



Complete Streets Implementation Plan

- Both ACs recommended PB approval.
- Recommended Motion:
 - “Approve Work Element (WE) 203.05-14 the Complete Streets Implementation Study, pending the inclusion of a funding statement and disclaimer on project deliverables, as evidence that the work was carried out and direct staff to use the study recommendations in the OahuMPO’s planning processes.”



VI. New Business

b. Honolulu Urban Core Parking Master Plan



Honolulu Urban Core Parking Master Plan

- Both ACs recommended PB approval.
- TAC recommendations:
 - Discussed the difference between the words “acceptance” and “approval”
 - Recommended a Phase Two study to include study of dynamic / demand pricing and meter hours extending to Sunday (and cited national examples).
 - Cautioned the use of the phrase “promote parking”



Honolulu Urban Core Parking Master Plan

- **Recommended Motion:**
 - “Approve Work Element (WE) 203.79-10/12 the Honolulu Urban Core Parking Master Plan, pending the inclusion of a funding statement and disclaimer on project deliverables, as evidence that the work was carried out and direct staff to use the study recommendations in the OahuMPO’s planning processes.”



VI. New Business

c. OahuMPO Code of Conduct and Conflict of Interest Policies



Code of Conduct and Conflict of Interest Policies

- **2015 Audit**
 - "improve commitment to integrity and ethical values."
- **The auditor recommend:**
 - "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."
- **July 20, 2015 PB**
 - 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.



Code of Conduct and Conflict of Interest Policies

- 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.
- Drafts now 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.



Code of Conduct and Conflict of Interest Policy

– Staff

- Guidelines for:
 - identifying and disclosing conflicts of interest and
 - includes procedures to be followed should conflicts of interest, or situations that may result in the appearance of a conflict of interest, arise.
- Questions directed to the OahuMPO ED
- Possible disciplinary action
- STANDARDS OF CONDUCT
 - Conflicts of Interest
 - Gifts
 - Confidential Information
 - Fair Treatment
 - Procurement
 - Political Process
- Obligation to Report
- ACKNOWLEDGMENT:
 - I acknowledge that I have received, reviewed and understand
 - Agree to strictly comply with the Policy.



Code of Conduct and Conflict of Interest Policy

– Policy Board and Advisory Committees

- Policy Board and ACs.
- Guidelines for:
 - identifying and disclosing conflicts of interest and
 - includes procedures to be followed should conflicts of interest, or situations that may result in the appearance of a conflict of interest, arise.
- Questions directed to the OahuMPO ED
- STANDARDS OF CONDUCT
 - 6. Shall not personally provide services for compensation...
 - 9. the conflict shall be noted in the meeting minutes.
- ACKNOWLEDGMENT:
 - I acknowledge that I have received, reviewed and understand
 - Agree to strictly comply with the Policy.



Code of Conduct and Conflict of Interest Policies

- TAC recommend Policy Board approval of the OahuMPO Code of Conduct and Conflict of Interest Policies
 - pending C&C Corporation Council comments and
 - with revisions.



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TAC recommended revisions to the Policy for PB and ACs

- Add “To the extent consistent with the Member’s appointing agency’s policies” to Section III. 5. under Standards of Conduct.
- Remove:
 - “strictly” from the Acknowledgement statement on page 4.



TAC recommended revisions to the Policy for Staff

- Move section I. STATEMENT OF POLICY to page 6 with the Acknowledgement.
- Remove:
 - “Part” from the description of 2 CFR 200
 - Section G. a regarding “Permitted activities”
 - Final paragraph of Section G starting with “In addition...” in its entirety



Oahu MPO

COR recommended revisions to the Policy for Staff

- *“H. Cumulative Application. This Policy shall be cumulative or and supplemental to all applicable provisions of state and federal laws and regulations. Compliance with the Policy does not excuse or relieve any person from any obligation imposed by any applicable state or federal laws or regulations. To the extent that there is any conflict between this Policy with any applicable **city**, state, or federal law or regulations, the **city**, state, or federal law or regulations shall prevail over this Policy.”*



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COR recommended revisions to the Policy for PB and ACs

- In the Standards of Conduct section
 - “[m]embers shall at all times abide by and conform to the ~~code of conduct and ethics regulations established by their respective jurisdictions~~ State of Hawai’i Ethics Codes.”
- Add the definition of “conflict of interest” provided in the Code of Conduct and Conflict of Interest Policy for Staff.



Code of Conduct and Conflict of Interest Policies

- Disposition of Comments 8/25/2016
- *Recommended Motion:* “Recommend Policy Board approval of the OahuMPO Code of Conduct and Conflict of Interest Policies with TAC and COR recommendations incorporated.”
 - Questions and discussion



VI. New Business

d. Report from the Executive
Director Search and Evaluation Permitted
Interaction Group



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

VIII. Announcements

a. The next regularly scheduled Policy Board meetings are scheduled for Friday, November 25th and December 30th at 1:00 pm in the Hawaii State Capitol Room #423

IX. Adjournment