Electronically Filed Supreme Court SCMF-10-0000186 04-NOV-2024 09:34 AM Dkt. 112 ORD

SCMF-10-0000186

IN THE SUPREME COURT OF THE STATE OF HAWAI'I

In the Matter of the

DISCIPLINARY BOARD OF THE HAWAI'I SUPREME COURT

ORDER APPROVING THE BUDGET OF THE DISCIPLINARY BOARD OF THE HAWAI'I SUPREME COURT FOR CALENDAR YEAR 2025 (By: Recktenwald, C.J., McKenna, Eddins, Ginoza, and Devens, JJ.)

Upon consideration of the 2025 proposed budget, submitted to this court on October 1, 2024 by the Disciplinary Board of the Hawai'i Supreme Court, and our review of the Hawai'i State Bar Association's (HSBA) letter dated September 30, 2024, wherein the HSBA concurred with the 2025 proposed Disciplinary Board budget, we note the Disciplinary Board seeks to increase the annual fees from the current rates as follows:

Type Registration	Current Rate	Increased Rate
Active/Gov. <5 yrs	\$150.00	\$200.00
Active/Gov. >5 yrs	\$250.00	\$350.00
Pro Hac Vice	\$600.00	\$650.00.

The Disciplinary Board proposes to keep the following annual fees the same:

Type Registration	Current Rate
Inactive <70 years age	\$50.00
Inactive >70 years age/medical	\$ 0.00

IT IS HEREBY ORDERED, pursuant to Rule 2.4(e)(8) of the Rules of the Supreme Court of the State of Hawai'i that the Disciplinary Board's proposed budget for calendar year 2025, a copy of which is attached hereto, and the requested annual fees, including the increased rates, are approved.

DATED: Honolulu, Hawaiʻi, November 4, 2024.

/s/ Mark E. Recktenwald

/s/ Sabrina S. McKenna

/s/ Todd W. Eddins



- /s/ Lisa M. Ginoza
- /s/ Vladimir P. Devens

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			2024			
	2024 Budget		Estimated Actual	20	2025 Budget	Notes for 2025
1 Revenue						
2 Attorney Registration Fees	\$ 1,500,350		1,642,726	Ş	2,168,400	Note A
3 Interest on Bank Accounts	\$ 10,000	Ŷ	30,000	Ş	24,000	
1	\$ 120,000		120,000	ş	120,000	Note B
5						
6 TOTAL REVENUE	\$ 1,630,350	ŝ	1,792,726	ŝ	2,312,400	
7 Expenditures						
8 Salaries						Note C
9 Chief Disciplinary Counsel (Tamm)						
10 Deputy Chief Disciplinary Counsel (Fasi)					4 1 1 1	
11 Deputy Disciplinary Counsel (Hebblethwaite)	te)					
12 Deputy Disciplinary Counsel (Harada)						
13 Disciplinary Investigator (Sayavong)						
14 Law Student (Sewell)				1		
15 Manager Office Administration (Okamoto)						
16 IT and Administrative Specialist (A Sakurai)	rai)					
17 IT and Administrative Specialis (E Sakurai)	ai)					
18 Administrative Assistant (new)				1		
19 Disciplinary Board Admnistrative Dir (Hee)	e)					
				ŝ	40,000	Note C
21 TOTAL SALARIES	\$ 948,000	ላን	945,047	ŝ	1,031,950	
Disciplinary Boa Contract Service						
Ludes Board Counsel)	000,ct ?	n	000'0T	ĥ	TO, UU	Note U.I
ODC Professional Contract Services 23 (Adjunct/Contract Trustees)	\$ 250,000	ر ې	250,000	ŝ	250,000	Note D.2
24		۰	1	ş	Ι	
25		1				
TOTAL SALARIES AND PROFES- 26 SIONAL CONTRACT SERVICES	\$ 1,213,000	ŝ	1,205,047	ş	1,331,950	
27						
28 Benefits:						
29 Retirement	\$ 94,800	ŝ	84,000	Ş	103,195	Note E.1
30 Medical Plans	\$ 109,860	-	93,100	Ş	112,620	Note E.2
31 Group Life Insurance	\$ 4,000		3,918	ş	4,000	
32 FICA	2		70,878	ŝ	81,774	
33 Workers' Compensation	\$ 3,000	ŝ	5,000	Ś	6,000	

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				50	2024			
		2024	Budget	Estimat	Estimated Actual	2025 B	Budget	Notes for 2025
34	Unemployment Comp.	Ŷ	10,000	Ş	10,400	Ŷ	11,000	
35	TDI	ŝ	9,500	Ş	5,000	¢	6,000	
36	Long Term Disability Ins.	ŝ	3,500	Ş	4,008	Ş	4,500	
37	$ \Sigma $	ŝ	2,036	ŝ	2,016	¢	3,095	Note E.3
38	4	ŝ	12,000	Ş	16,720	Ş	16,920	Note E.4
39	EAP	\$	1,000	ŝ	1,000	Ş		Note E.5
	1H		322,218	ş	296,040	Ş	350,104	
41								
_	Current Expenses:							
43	Services on a Fee Basis							
44	1 1	Ş	6,276	ጭ	6,276	Ş	6,600	
45	MB Technologies (IT Services)	ج	13,000	ጭ	10,000	Ş	13,000	
46	ech-Cyber-Securit	ş	15,000	Ŷ	14,400	Ş	15,000	
47	Pension Services Corp.	Ś	3,000	Ŷ	3,000	Ş	3,000	
48	lessenger	Ŷ	2,500	Ş	2,500	Ŷ	2,500	
49		ŝ	3,200	Ş	3,200	Ş	3,200	
50	CPA Review of Financials	÷	7,000	Ş	5,600	Ş	6,000	
51	Gum Design (Website Maintenance)	ş	006	ŝ	900	Ş	900	
51A	Michael Matters (Database Consultant	Ŷ	2,500	I				
52	st	Ş	4,000	Ŷ	6,000	Ŷ	5,000	
53	Postage/Postal	Ş	4,000	Ş	3,000	Ŷ	3,000	
54		Ŷ	9,000	Ş	8,500	Ŷ	9,000	
55		ጭ	4,000	Ş	2,000	ŝ	4,000	Note F.1
56	Subsis	ş	5,000	Ş	10,000	Ŷ		Note F.2
57		Ŷ	3,000	ŝ	3,000	Ś	000	Note G.1
58	Subsistence (Out of State)	Ş	5,145	ŝ	5,145	ጭ		Note G.2
59	Conference Registration Fees	ŝ	1,500	Ş	1,500	Ŷ	1,500	Note G.3
60		Ŷ	1,000	¢	1,000	ጭ	1, , 000	
61	Ads/Legal Notices	ŝ	I	ŝ	1	ŵ	I	
62	Publications/Subscriptions	ŝ	350	Ś	1,000	Ş	1,000	
63		Ş	93,823	ა	93,823	Ş	96,674	Note H
64	Office Rent (212 Merchant St Ste 310)	ŝ	17,491	Ş	17,491	Ŷ	25,044	Note I
65	\sim	Ŷ	9,800	Ŷ	10,000	¢۶	10,000	Note J.1
99	Vyanet Security Camera							
67	Copier Lease							
68	Postage Meter Lease							
69	R & M (Office)	ş	500	ŝ	500	Ŷ	500	Note J.2

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				2024	4			
		2024 Budget	get	Estimated Actual	Actual	2025 Budget	ldget	Notes for 2025
20	Insurance							
71	Commercial Package	1,	500	Ş	1,706	Ş	1,800	
72	Umbrella	\$ 1,0	000	Ş	675	Ŷ	700	
73	Erisa Bond	Ŷ	1					
74	4	5,	500	Ş	7,255	Ŷ	8,000	
75	Cyber Security Insurance	Ş	T	Ş	1			
76	Professional Organization Dues						Z	Note K
77		1,	200	ŝ	1,600	Ŷ	1,600	
78	ABA (CPR)		500	Ş	550	Ş	585	
79	NCLDB	\$	100	Ş	100	Ş	100	
80	OBI		150	ş	175	Ş	175	
81	Hawaii Employers Council	\$ 1,6	610	Ş	1,550	Ş	1,550	
82		43,	750		40,000			Note L
83						Ş	5,532	
84	Zoom					Ş	2,093	-
85	LogMeIn					Ş	1,609	
86 86	Microsoft Office 365					Ş	10,000	
87	Dropbox (ODC)					ۍ	1,203	
88 88						Ş	1,131	
68	Westlaw		_			Ş	23,734	
06	Hawaii Information Service					¢	1,571	
9						Ş	500	
92	Adobe					Ŷ	6,120	
93	Sonic Wall (Router)					Ŷ	610	
94	Website Server					ŵ	006	
95	Remote Desktop Connection License					Ŷ	440	
96	New [Potential] Data Management System	Ş	I	Ŷ	ı			Note M
67	Action Step (to Replace Time Matters)					ŝ	42,912	
86 86	35/45 (Implement and Train-Action Step)	(d				ጭ	12,000	
66	Action Step Consultant					Ŷ	55,443	
100	dvante					Ŷ		
101	Employee Training	\$ 2,5	500	Ş	500	Ş	2,500	
102	Litigation Costs	\$ 20,000	000	Ş	2,500	¢۶		Note N
103	Trusteeship Costs	\$ 20,000	000	Ş	20,000	Ş	20,000	Note 0.1
104	Trusteeship Costs-Recovered	Ş	1	Ŷ	ı			
105	Contract Trustee							Note 0.2
106	Contract Trustee Costs-Recovered			Ŷ	1			

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Nombul Name 2024 Bathated Actual 2025 Badget 107 Judgment Fillng Costs \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ 300 \$ \$ 300 \$ \$ 300 \$ \$ 300 \$ \$ 300 \$ \$ 300 \$ \$ 300 \$ \$ \$ 300 \$ \$ \$ \$ \$ 300 \$						2024			
Judgment Filing Costs \$ 300 \$ 150 \$ 300<			2024		Estim	ated Actual	20	25 Budget	Notes for 2025
Miscellaneous \$ 500 \$ 600 \$ 30, HSBA Credit Card Fee Charge \$ 33,000 \$ 10,000 \$ 30, Storage Reduction Project \$ 33,000 \$ 10,000 \$ 30, Storage Reduction Project \$ 36,595 \$ 324,833 \$ 30, Storage Reduction Project \$ \$ 36,000 \$ 30, \$ 470, Storage Reduction Project \$ \$ 36,000 \$ 30, \$ 470, Capital Expenses: $= = = = = 470, Capital Expenses: = = = = = 40, Capital Expenses: = = = = = = 40, Capital Expenses: Techester <$	107	Judgment Filing	ŝ	300	ş	150	ጭ	300	
HSBA Credit Card Fee Charge \$ 33,000 \$ 28,638 \$ 9 $30,$ TOTAL CURRENT EXPENSES \$ 20,000 \$ 10,000 \$ 470, TOTAL CURRENT EXPENSES \$ 20,000 \$ 10,000 \$ 470, Capital Expenses: $2,24,834$ \$ 470, Capital Expenses: $2,24,834$ \$ 470, Capital Expenses: $2,24,834$ \$ 470, Equipment $2,24,834$ \$ 470, Computer Hardware $2,20,000$ \$ 6,000 \$ 40, Computer Hardware $2,10,000$ $2,24,834$ \$ 40, Computer Hardware $2,10,000$ $3,24,834$ $3,40,$ Computer Hardware $2,10,000$ $3,24,837$ $3,24,837$ Computer Hardware $2,150,$ $3,21,83,$ $3,24,1,130$ Computer Mardware $2,1,900,613$ $3,1,1,12,130$ $3,24,130$ Contal Expenditures $2,1,900,613$ $3,1,130$ $3,24,23,130$ Contal Expenses $2,210,263$ $3,24,23,130$ $3,24,23,130$ Contal Expenses $2,200,263$ $3,24,23,130$ $3,24,23,130$ Ending Reserves $2,200,26$	108	Miscellan	ŝ	500	¢	600	\$	700	
Storage Reduction Project \$ $20,000$ \$ $10,000$ \$ TOTAL CURRENT EXPENSES \$ $363,595$ \$ $324,834$ \$ $470,$ Capital Expenses: $=$ </td <td>109</td> <td>HSBA Credit Card Fee</td> <td>ş</td> <td>33,000</td> <td>Ş</td> <td></td> <td>Ş</td> <td>30,000</td> <td></td>	109	HSBA Credit Card Fee	ş	33,000	Ş		Ş	30,000	
TOTAL CURENT EXPENSES \$ 363,595 \$ 324,834 \$ 470, Capital Expenses: $$	110	Storage Reduction	ş	20,000	ጭ	10,000	Ş	I	
Capital Expenses:Equipment ε ε ε ε Equipment ε ε ε ε Equipment ε ε ε ε Equipment ε ε ε ε Computer Hardware ε ε ε ε Cables, Tapes, etc. ε ε ε ε Cables, Fables, etc. ε ε ε ε Cables, Tapes, etc. ε ε ε ε Posks, Tables, etc. ε ε ε ε TorAL CAPITAL EXPENSES ε ε ε ε TorAL EXPENDITURES ε ε ε ε TorAL EXPENDITURES ε ε ε ε TorAL EXPENDITURES ε ε ε ε Ending Reserves ε ε ε ε Corde Expenditures ε ε ε ε Ending Reserves ε ε ε ε E	111	TOTAL CURRENT			Ş	N	Ş	<u> </u>	
Capital Expenses: =	112								
Equipment	113	Capital Expenses							
Computer Hardware \$ $10,000$ \$ $6,000$ \$ $40,$ PowerEdge R550 Server 2.000 2.000 2.000 2.000 2.000 2.000 Cables Tapes, etc. 2.000 2.000 2.000 2.000 2.000 Furnishing: 2.000 2.000 2.000 2.000 2.000 2.000 Furnishing: 2.000 2.000 2.000 2.000 2.000 2.000 Furnishing: 2.000 2.000 2.000 2.000 2.000 2.000 2.000 2.000 TotAL CRFIAL EXPENSES 2.000 <td< td=""><td>114</td><td></td><td></td><td></td><td></td><td></td><td>4 </td><td></td><td></td></td<>	114						4 		
PowerEdge R550 Server PowerEdge R550 Server $$ 40, Cables = 1, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0, 0,$	115	Computer	Ş	- L	Ś	6,000	400 M		
Cables Cables $$$	116	PowerEdge R550					¢	ò	
Recorders, Tapes, etc. \$ 300 \$ $-$ \$ Furnishing: $ 2$ $ 2$ $ 2$ Furnishing: $ 2$ $ 2$ $ 2$ Furnishing: $ 2$ $ 2$ $ 2$ TorAL CAPITAL EXPENSES 2 $ 2$ $ 2$ $-$ TorAL CAPITAL EXPENSES 2 $ 2$ $ 2$ $-$ TorAL CAPITAL EXPENSES 2 $ 2$ $ -$ TorAL CAPITAL EXPENSES $ -$ TorAL EXPENDITURES 2 $ -$ <	117						Ş	92	
Furnishing: $;$ $1, 500$ $;$ 3.00 $;$ $1, 700$ Desks, Tables, etc. $;$ $1, 500$ $;$ 3.00 $;$ $42, 720$ TOTAL CAPITAL EXPENSES $;$ $1, 800$ $;$ $6, 300$ $;$ $42, 720$ TOTAL CAPITAL EXPENSES $;$ $1, 800$ $;$ $6, 300$ $;$ $42, 720$ (RECOVERVED COSTS) $;$ $1, 800, 613$ $;$ $1, 832, 221$ $;$ $2, 195, 720$ TOTAL EXPENDITURES $;$ $1, 900, 613$ $;$ $1, 832, 221$ $;$ $2, 195, 720$ TOTAL EXPENDITURES $;$ $270, 263$ $;$ $1, 832, 221$ $;$ $2, 195, 720$ Excess of Revenue $;$ $270, 263$ $;$ $5, 1, 82, 230$ $;$ $5, 2, 195, 720$ Excess of Revenue $;$ $278, 467$ $;$ $5, 542, 003$ $;$ $5, 542, 700$ Ending Reserves $;$ $278, 467$ $;$ $5, 542, 003$ $;$ $5, 542, 700$ TOTAL RESERVES $;$ $1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1$	118	Recorders, Tapes,	Ş	300	ŝ	I	¢	300	
Desks, Tables, etc. \ddagger $1,500$ \ddagger 300 \ddagger $1,$ TOTAL CAPITAL EXPENSES $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ TOTAL CAPITAL EXPENSES $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ (RECOVERVED COSTS) $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ TOTAL EXPENDITURES $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ TOTAL EXPENDITURES $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ Excess of Revenue $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ Excess of Revenue $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{1}$ $\cancel{1}$ Excess of Revenue $\cancel{\cancel{1}}$ $\cancel{\cancel{1}}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ Excess of Revenue $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ Excess of Revenue $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ Excess of Revenue $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ Excess of Revenue $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ Excess of Revenue $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ Excess of Revenue $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ $\cancel{1}$ Excess of Revenue <t< td=""><td>119</td><td>Furnishing:</td><td></td><td></td><td></td><td></td><td></td><td></td><td>a na se se</td></t<>	119	Furnishing:							a na se
TOTAL CAPITAL EXPENSES \$ $1,800$ \$ $6,300$ \$ 42 , (RECOVERVED COSTS) > > 1,800,613 \$ 1,832,221 \$ 42, TOTAL EXPENDITURES \$ 1,900,613 \$ 1,832,221 \$ 2,195, TOTAL EXPENDITURES \$ 1,900,613 \$ 1,832,221 \$ 2,195, Excess of Revenue \$ \$ 270,263) \$ 1,832,221 \$ 2,195, Excess of Revenue \$ \$ 548,730 \$ 581,495 \$ 542,0 Beginning Reserves \$ \$ 578,467 \$ \$ 542,003 \$ 542,0 TOTAL RESERVES TOTAL RESERVES \$ 278,467 \$ \$ 542,0 \$ 542,0 \$ 542,0 \$ 542,0 \$ 542,0 \$ 542,0 \$ \$ 542,0 \$ \$ 542,0 \$ \$ 5542,0 \$ \$ 5542,0 \$ \$ 542,0 \$ \$ \$ 5542,00 \$ \$	120	Desks, Tables,	Ş	 	ŝ	300	Ŷ	-	2 44 - 110
(RECOVERVED COSTS)\$ 1,900,613\$ 1,832,221\$ 2,195,TOTAL EXPENDITURES\$ 1,900,613\$ 1,832,221\$ 2,195,Excess of Revenue\$ (270,263)\$ (39,495)\$ 117,Excess of Revenue\$ $(270,263)$ \$ $(39,495)$ \$ 542,003Dover Expenditures\$ $(270,263)$ \$ $(39,495)$ \$ $(59,42)$ Ending Reserves\$ $(270,263)$ \$ $(270,263)$ \$ $(39,495)$ Ending Reserves\$ $(270,263)$ \$ $(270,263)$ \$ $(39,495)$ TOTAL RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(39,495)$ TOTAL RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(39,495)$ TOTAL RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(39,495)$ ALLOCATED RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(39,495)$ ALLOCATED RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(29,495)$ OFERATING EXPENSES RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(29,495)$ SURPLUS RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(29,495)$ SURPLUS RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(29,495)$ SURPLUS RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(29,27)$ SURPLUS RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(29,27)$ SURPLUS RESERVES\$ $(270,263)$ \$ $(270,263)$ \$ $(270,263)$	121		Ş	`	ş	- N	¢	~	
TOTAL EXPENDITURES \$ 1,900,613 \$ 1,832,221 \$ 2,195, Excess of Revenue $$ (270,263)$ $$ (39,495)$ $$ 117,$ Deginning Reserves $$ (270,263)$ $$ (39,495)$ $$ 242,703$ Ending Reserves $$ (270,263)$ $$ (39,495)$ $$ 242,703$ Ending Reserves $$ (270,263)$ $$ (39,495)$ $$ (117,103)$ Ending Reserves $$ (270,263)$ $$ (39,495)$ $$ (242,703)$ Ending Reserves $$ (278,763)$ $$ (39,495)$ $$ (59,173)$ Ending Reserves $$ (278,703)$ $$ (39,493)$ $$ (59,173)$ Ending Reserves $$ (278,703)$ $$ (278,703)$ $$ (29,126)$ Ending Reserves $$ (278,167)$ $$ (278,167)$ $$ (29,126)$ ALLOCATED RESERVES $$ (278,167)$ $$ (278,167)$ $$ (278,167)$ $$ (29,126)$ ALLOCATED RESERVES RESERVES $$ (278,167)$ $$ (278,167)$ $$ (278,196)$ $$ (29,126)$ SURPLUS RESERVES $$ (278,167)$ $$ (278,167)$ $$ (278,166)$ $$ (29,126)$ SURPLUS RESERVES $$ (278,167)$ $$ (278,166)$ $$ (278,166)$ $$ (29,126)$	122								
Excess of Revenue \$ (270,263) \$ (39,495) \$ 117, over Expenditures \$ 548,730 \$ 581,498 \$ 542, Beginning Reserves \$ 278,467 \$ 581,498 \$ 542, Ending Reserves \$ 278,467 \$ 542,003 \$ 659, TOTAL RESERVES \$ 278,467 \$ 542,003 \$ 659, ALLOCATED RESERVES \$ 117, \$ 542,003 \$ 659, OPERATING EXPENSES \$ 542,003 \$ 659, \$ 659, SURPLUS RESERVES \$ 278,467 \$ 542,003 \$ 659, ALLOCATED RESERVES \$ 278,467 \$ 542,003 \$ 659, SURPLUS RESERVES \$ 542,003 \$ 659, \$ 659, ALLOCATED RESERVES \$ 278,467 \$ 9 542,003 \$ 659, ALLOCATED RESERVES \$ 8,30,2024 \$ 9 542,003 \$ 9 542,003 \$ 9 542,003 ALLOCATED RESERVES \$ 8,30,2024 \$ 9 542,003 \$ 9 542,003 \$ 9 542,003 \$ 9 542,003	123	TOTAL	1,	N	ş	,832,	ŝ	,195,04	
Beginning Reserves \$ 548,730 \$ 548,730 \$ 542,003 \$ 542, Ending Reserves \$ 278,467 \$ 542,003 \$ 659, TOTAL RESERVES \$ 278,467 \$ 542,003 \$ 659, ALLOCATED RESERVES \$ 278,467 \$ 542,003 \$ 659, SURPLUS RESERVES \$ 278,467 \$ 542,003 \$ 659, ALLOCATED RESERVES \$ 278,467 \$ 542,003 \$ 659, BURPLUS RESERVES \$ 278,003 \$ 542,003 \$ 659, SURPLUS RESERVES \$ 8/30/2024 \$ 8/30/2024 \$ 8/30/2024 \$ 8/30/2024		Excess	v.	270-2631	Ś		Ś	35	
Ending Reserves \$ 278,467 \$ 542,003 \$ 659,35 TOTAL RESERVES P P P ALLOCATED RESERVES P P P OPERATING EXPENSES RESERVES P P P SURPLUS RESERVES B/30/2024 P P P	125	Beainn		548,730	- ss		\$ S	42,	
TOTAL RESERVES ALLOCATED RESERVES OPERATING EXPENSES RESERVES SURPLUS RESERVES	126	Ending Reserves	ŝ	78,4	ş	42,	৵	59,35	
ALLOCATED RESERVES OPERATING EXPENSES RESERVES SURPLUS RESERVES	127	TOTAL RESERVES							2.
ALLOCATED RESERVES OPERATING EXPENSES RESERVES SURPLUS RESERVES	128								
OPERATING EXPENSES RESERVES SURPLUS RESERVES	125	ALLOCATED							
SURPLUS RESERVES	130	OPERATING EXPENSES							
8/30/2024	131	SURPLUS							
		8/30/2024							

A. COMPUTATION OF DISCIPLINARY BOARD FUNDS IN 2025

A. PROJECTED 2025 REGISTRATION FEES BY CATEGORY (estimate).

Cateogory	No. of Attorneys*	Re	gistration Fee	Amount
Active Attorneys				
1-4 Years	419	\$	200.00	\$ 83,800.00
5+ Years	4605	\$	350.00	\$ 1,611,750.00
Inactive	2424	\$	50.00	\$ 121,200.00
Pro Hac Vice	541	\$	650.00	\$ 351,650.00
	•			\$ 2,168,400.00

B. CALCULATION OF 2025 TOTAL AVAILABLE REVENUE.

	2025 ARS Receipts Interest on Bank Accounts Lawyers' Fund Admin Fee	\$2,168,400.00 \$24,000.00 \$120,000.00 \$2,312,400.00
с.	CALCULATION OF CARRYOVER AT DECEMBER 31, 2024. 2024 Projected Revenue 2024 Project Expenditures 2024 Excess of Revenue Over Expenditures December 31, 2023 Carryover 2024 Estimated Ending Reserves	\$1,792,726.00 \$1,832,221.00 -\$39,495.00 \$581,498.00 \$542,003.00
D.	TOTAL FUNDS AVAILABLE FOR 2025.	\$2,854,403.00

8/29/2024

B. NOTES

A. Attorney Registration Fees [Line 2]

The revenue projection is based on the number of attorneys registered in 2024 with HSBA through the end of June 30, 2024.

This year's (2025) budget, for the first time in 15 years, seeks an increase in the Disciplinary fees paid by Hawaii lawyers. The specific increases sought are:

Type registration	Current rate	Increased rate
Active/Govt <5yrs	\$150	\$200
Active/Govt >5yrs	\$250	\$350
Inactive <70 yrs age	\$50	No change
Inactive >70 yrs age/medical	\$0	No change
Pro Hac Vice	\$600	\$650

It is also noted that given a recent reduction in the registered population, if no increase is allowed, the total revenues for 2025 would decrease by \$81,000.00.

B. Lawyers' Fund for Client Protection [Line 4]

ODC currently provides, under contract, administrative and professional support to the Lawyers' Fund primarily consisting of shared use of five staff members [one disciplinary investigator (Fund Investigator), two disciplinary counsel (Fund Counsel and Fund Administrator), and two administrative staff members for processing Lawyers' Fund claims.

In 2024, the Disciplinary Board and the Lawyers' Fund agreed on an annual administrative fee of \$120,000.00. It is anticipated that this fee will remain the same in 2025.

C. Salaries [Lines 8 through 21]

The salaries are based upon the following 11 full-time positions:

Number of Staff	Full-Time Position
1	Chief Disciplinary Counsel
1	Deputy Chief Disciplinary Counsel
3	Deputy Disciplinary Counsel
1	Disciplinary Investigator
1	Manager Office Administration
2	IT and Administrative Specialist
1	[new] Administrative Assistant
1	Disciplinary Board Administrative Director

All "counsel" positions are compensated based on experience and individual skills. Additional positional "Management Premiums" (paid in addition to base salary, pro-rated monthly) is apportioned between Chief and Deputy Chief Counsel.

In 2025, ODC is budgeting for a maximum 6% salary increase for all employees. This is for budgeting purposes only, as the final salary amount will be based upon the individual employee's annual performance review.

The 2024 Law Student Intern will take the July 2024 Bar Exam, and if admitted will be retained as a Deputy Disciplinary Counsel. This budget reflects that anticipated accession.

D. Professional Services

1. Disciplinary Board Professional Contract Services [Line 22]

This category includes the employment of outside legal services as needed, including an employment attorney and tax/ERISA attorney. Disciplinary Board Counsel is also an outside attorney/contractor who provides legal research and advice to the Board in its adjudicatory and administrative roles. All of the above offer discounted rates to the Board.

2. <u>ODC Professional Contract Services (Adjunct</u> Disciplinary Counsel/Contract Trustee) [Line 23]

This category includes the utilization of independent contractors, on an hourly basis: "adjunct" Deputy Disciplinary Counsel to supplement full time ODC staff; outside lawyer and non-lawyer consultants (including auditors); and Special Assistant Disciplinary Counsel to serve where ODC and the Disciplinary Board are conflicted or disqualified, such as when a complaint is filed against a Board member, Board Counsel, or Disciplinary Counsel. This category also includes payment to attorneys who are appointed to serve as compensated trustees by the Hawaii Supreme Court. In 2025, the Board expects to pay for the services of contract Trustees in the following trusteeships: Milton Soo, Thomas Yano, Arnold Phillips, Michael Lippert, Melody Parker, Brian De Lima, David Mikonczyk, Walter Vierra, David Sereno, Maria Avinante, Stuart Ing, Lionel Riley, and Clayton Ikei.

E. Benefits

- 1. Retirement Plan-Employer's Contribution [Line 29] 10% of gross base salary (total with 11 employees = \$103,195.00)
- 2. Medical Plans [Line 30]
 - a. Qualified ODC employees: \$635.00/month x 11
 employees x 12 months = \$83,820.00.
 - b. Additional maximum allowance for qualified employees enrolled in a dependent/family plan (partial coverage): \$800.00/month x 3 employees x 12 months = \$28,800.00

Total a + b = \$112,620 (11 employees, 3 with dependent/family plans)

Remaining benefits (e.g. group life insurance, FICA, workers' comp, unemployment insurance, TDI, long-term disability, Employee Assistance Program) are based on either a percentage of salary total, or actual costs.

3. Bar Membership Fees [Line 37]

This category includes mandatory HSBA annual license/dues for full time (salaried) ODC attorneys.

Admitted 5+ Years
\$210.00
15.00
350.00
44.00
619.00 x 5 ODC attorneys

Total HSBA Dues: \$3,095.00

4. Parking [Line 38]

Parking at City Financial Tower will be paid in full for the following positions:

Chief Disciplinary Counsel Deputy Chief Disciplinary Counsel Disciplinary Investigator IT/Admin Specialist Disciplinary Board Administrative Director

Employees in these managerial and administrative positions are on-call and need safe access to the building, and parking, 24/7. Our investigator needs to be able to serve subpoenas and pick up documents from banks and courts throughout Oahu.

> 4 - Unreserved stall - \$260.00/mo x 12 = \$3,120 x 4 = \$12,480.00 (lease limit max 4 stalls) 1 - Additional stall - \$370.00/mo x 12 = \$4,440.00 (excess of lease limit)

Total: \$16,920.00

5. <u>Employee Assistance Program (EAP) through</u> WorkLife Hawaii [Line 39]

This program assists employees, as well as their family members, with personnel-related, and/or other health and wellness issues by providing individual employee counseling, family counseling, and/or mediation.

- F. <u>Transportation and Subsistence-Neighbor Island</u> [Lines 55 and 56]
 - 1. Neighbor Island [Line 55]

In 2025, ODC will continue to offer the technology and meeting space for hybrid (both in person and virtual) meetings to the Disciplinary Board and for formal disciplinary conferences and hearings. Hybrid technology reduces the expense of neighbor island travel/expense. Thus, the budget anticipates 5 Board members for four Board meetings in Honolulu at \$200.00 per trip (which may accommodate parties in formal hearings as well.) Five Board members for four Board meetings in Honolulu at $$200.00 \text{ per trip} = $1,000.00 \times \text{four meetings} = $4,000.00$

Total Line 55 = \$4,000.00

2. Subsistence (Neighbor Island) [Line 56]

This category includes parking validation at 201 Merchant Street for any Board, Lawyers' Fund, or ODC related hourly parking, presently at \$5.50 per hour. In 2024, remote employees were required to "touch-down" in the office once a week for 8 hours and ODC validated their parking. This will continue in 2025, along with an increase in in-person Board meetings, ODC hearings, and perhaps sponsored training seminars. Public, vendor, and respondent parking are not validated.

Total Line 56 = \$10,000.00

G. Travel and Subsistence-Out of State [Lines 57 and 58]

In 2025, ODC will send Disciplinary Counsel to National Organization of Bar Counsel (NOBC) meetings and the Board will continue to send a Disciplinary Board member to the annual meeting of the National Council of Disciplinary Boards (NCLDB).

- 1. Travel-Out of State [Line 57]
 - a. NCLDB (one Board member)

Round trip airfare \$1,000.00 (est. location dependent)

b. NOBC (one ODC attorney to attend the Mid-Year Meeting and one ODC attorney to attend the Annual Meeting

Round trip airfare $$1,000.00 \times 2 = $2,000.00$ (est. location dependent)

Total a + b = \$3,000.00

- 2. Subsistence-Out of State [Line 58]
 - a. Hotel: \$250.00/night x 5 nights =
 \$1,250.00/trip
 - b. Meals: \$73.00/day x 5 days = \$365.00/trip

c. Ground Transportation: \$100.00/trip

Total a + b + c = \$1,715 per trip x 3 trips = \$5,145.00

3. Conference Registration Fees [Line 59]

Participation or attendance (live or virtual) at NOBC, NCLDB, ABA, or OBI functions, seminars, conventions.

H. Office Rent-City Financial Tower [Line 63]

The budget for 2025 is as follows:

01/01/25-11/30/25 = \$3,581.11/mo x 11 mo = \$39,398.59 12/01/25-12/31/25 = \$3,683.68/mo x 1 mo = <u>3,683.68</u> Rent Total = \$43,082.27

2025 CAM = \$4,466.00 (est.) x 12 = \$53,592.00 CAM = Rent Total = \$**96,674.27**

I. Office Rent-212 Merchant Street [Line 64]

In 2025, ODC will continue to rent small commercial office space (810 sq. ft. @ \$1.15 rent, \$1.31 CAM)) to process and store client files in active trusteeship cases (Document Processing Facility). In 2024, ODC relocated its facility at 1136 Union Mall to 212 Merchant Street, as it is nearer ODC's main 201 Merchant Street location, and it provides additional space to eliminate the continuing expensive off-site storage with commercial vendors.

The cost of the space at 212 Merchant Street, Suite 310 is locked in on a 3-year lease, with the first year at $$2,087/mo \times 12 \text{ months} = $25,044.$

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J. Repair and Maintenance

1. Leasing of Equipment [Lines 65-68]

ODC will continue to lease selected office equipment included one printer/copier/scanner, and a postage meter. Leasing is a cost-effective method of financing and maintaining this technological equipment.

2. Office [Line 69]

This category includes the cost of general repairs within the office not covered by building management.

K. Membership in Professional Organizations [Lines 76-81]

National Organization of Bar Counsel (NOBC). Only organization that provides educational seminars, interactive user Forums and consulting on topics/issues specific to attorney discipline. All ODC attorneys are members of NOBC.

National Council of Lawyer Disciplinary Board (NCLDB), which is the Board's counterpart to the NOBC.

American Bar Association (ABA) annual membership for the Chief, Deputy Chief, and one Deputy Disciplinary Counsel (tasked with ODC staff training). This membership also includes the Center for Professional Responsibility (CPR), providing resource materials, and access to ABA Formal Ethics Opinions, along with other education (CLE) programs that can be rebroadcast for ODC staff training.

Organization of Bar Investigators (OBI), which provides information sharing and educational opportunities for ODC's Disciplinary Investigator.

<u>Hawaii Employers' Council (HEC)</u> provides support and guidance to employers on personnel issues. The membership includes a hotline for questions about, employee discipline, discrimination, bullying and leaves of absence. HEC is also a great resource for staff training, from how to be a manager, to first aid, and CPR.

L. Computer Fees [Lines 82-95]

In 2025, ODC professional staff and adjuncts work remotely and nearly all records have been digitized. Our budget reflects the critical technology needed to keep our computer systems safe and secure. This category includes the cost of subscriptions to the following:

- Luhina (internet service)
- Zoom (remote conferencing for outside participants)
- LogMeIn (remote desktop for staff)
- Microsoft Office 365 (monthly subscription)
- Dropbox for ODC and DB (secure cloud storage/backup)
- Westlaw (Legal Research-Public Records)
- Hawaii Information Service (real estate/business records)
- Pacer (Federal court records access)
- Adobe (pdf document management software)
- Sonic Wall (software for router)
- Website Server (software for main server)
- Remote Desktop Connection License

M. New [Potential] Data Management System [Lines 96-99]

ODC has selected Actionstep as its new data management software to replace the existing, pre-21st century data system, Time Matters ("TM" a former Lexis/Nexis product). The cost of the new software is estimated at \$42,912 as an annual subscription (by user, and negotiations are continuing). [Line 97]. To facilitate the migration of data from TM to Actionstep, it is estimated at \$55,443 as a one-time expense [Line 99]. A third-party company ("35/45 Consulting"), will implement, train and advise employees on Actionstep [Line 98] on a continuing basis. The amount stated here is for the first year, but may be similar in following years (35/45 replaces the prior consultant "Micheal Matters".)

N. Litigation Costs [Line 102]

This category includes costs for any court or bank documents used in the investigation of ODC cases, service of subpoenas and Supreme Court orders, transcription of hearings, interviews, and transcription of telephone calls from the public used to assist in the filing of complaints, storage of ODC administrative files, and any other costs associated with the investigation and litigation of cases by ODC and the Board.

O. Trusteeship Costs [Line 103]

Under Supreme Court Rule 2.20, trustees are appointed by the Court when an attorney dies, is disabled, is suspended or disbarred, or abandons his or her law practice, and no other responsible party can be found to wind down the practice. ODC is charged with initiating these proceedings and supervising trustee performance, reviewing fee/cost applications, and other oversight.

Presently there are 48 active trusteeships, with 6 assigned to compensated trustees.

1. Trusteeship Costs [Line 103]

Costs include postage, shipping, movers, commercial storage (other than storage at ODC's Document Processing Facility), publication of notices of trustee appointment, secure destruction of files, and other trusteeship related expenses.

2. <u>Contract Trustee</u> [Line 105] is now combined with "ODC Professional Contract Services" [Line 23], and Note D.2 above.

08/09/2024