

Small Business Regulatory Review Board

MEETING MINUTES - **DRAFT**

January 15, 2026

- I. **CALL TO ORDER:** Chair Shick called the meeting to order at 10:00 a.m., with a quorum present.

MEMBERS PRESENT:

- Jonathan Shick, Chair
- Mary Albitz, Second Vice Chair
- Dr. Jennifer Salisbury
- Cynthia Hobson
- David Sikkink
- James (Kimo) Lee
- Leelen Park

ABSENT MEMBERS:

- Sanford Morioka, Vice Chair
- Tessa Gomes
- Nicolle Ige

STAFF: DBEDT
Jet'aime Ariola

Office of the Attorney General

II. **APPROVAL of DECEMBER 11, 2025 MINUTES**

Ms. Albitz motioned to approve the December 11, 2025 meeting minutes, with removing Leelen Park from members present. Mr. Park seconded the motion and the Board members unanimously agreed.

III. **OLD BUSINESS**

- A. Discussion and Action on the Small Business Statement After Public Hearing and Proposed Amendments to HAR Title 15 Chapter 156 and Adopt Chapter 156.1, Communicable Diseases, promulgated by Department of Health

Mr. Dave Johnston, Epidemiologist with the DOH Disease Outbreak Control Division, provided a detailed overview of the rulemaking. He explained that the rules update DOH's list of reportable diseases and reporting requirements, and that extensive stakeholder outreach was conducted prior to the public hearing. Outreach included consultations with healthcare associations and laboratories, distribution of draft rules for comment, and incorporation of stakeholder feedback.

The public hearing was held on October 22, 2025. No oral testimony was received, and one written testimony was submitted by the Pew Charitable Trusts, an organization that had participated in the stakeholder engagement process. Following the hearing, DOH made minor technical revisions, including clarifying definitions, updating disease terminology in exhibits, and correcting non-substantive language.

Board members commended DOH for its proactive stakeholder engagement efforts and thorough outreach.

Ms. Albitz moved to forward the rules to the Governor for adoption. Mr. Lee seconded the motion. The motion passed unanimously.

IV. NEW BUSINESS

A. Discussion and Action on the Small Business Impact Statement to Proposed New Temporary Hawaii Administrative Rules (HAR) Title 18 Chapter 237, General Excise Tax and Chapter 237D, Transient Accommodation Tax Law, promulgated by Department of Taxation

Ms. Eliza Watson, Administrative Rules Specialist, from the Department of Taxation explained that the proposed temporary rules clarify requirements enacted by Act 76, Session Laws of Hawaii 2024, relating to rent collection agreements. The rules clarify reporting obligations for third-party rent collectors, such as property managers, and establish procedures for the issuance and appeal of citations.

Ms. Watson emphasized that the rules do not change tax rates or increase fees but instead clarify compliance and reporting requirements. A \$500 fine may be imposed for noncompliance. Board discussion focused on the limited impact to small businesses, noting that compliance would avoid penalties.

Mr. Sikkink moved to send the proposed rules to public hearing. Ms. Hobson seconded the motion. The motion passed unanimously.

B. Discussion and Action on the Small Business Impact Statement to HAR Title 15 Chapter 307, State Assisted Land and Housing Development Program, promulgated by Hawaii Housing Finance and Development Corporation / Department of Business, Economic Development and Tourism

Mr. Albert Palmer of HHFDC explained that the proposed amendments implement Act 38, Session Laws of Hawaii 2024, update the agency's fee schedule, and make technical, non-substantive corrections. He noted that the fee schedule was last updated in 2010 and that the fees are intended to support program administration and compliance monitoring.

Board members discussed the potential impact on small businesses, including single-purpose development entities and developers that may qualify as small businesses. HHFDC indicated that fee increases are minimal relative to overall project costs.

Mr. Sikkink moved to send the proposed rules to public hearing. Ms. Hobson seconded the motion. The motion passed unanimously.

V. ADMINISTRATIVE MATTERS

A. Update on the Board's Upcoming Advocacy Activities and Programs in accordance with the Board's Powers under Section 201M-5, Hawaii Revised Statutes (HRS)

1. Simplifying Permitting for Enhanced Economic Development (SPEED) Task Force's most recent meeting pursuant to Act 133 to identify actions taken, challenges encountered, and legislative measures necessary to facilitate, expediate, and coordinate state and intergovernmental permit processes; and appropriates funds

SPEED Task Force member Dr. Salisbury provided an update on the Simplifying Permitting for Enhanced Economic Development (SPEED) Task Force. She reported that the permitted interaction groups (PIGs) concluded their work and submitted recommendations, which were accepted or restated by the Task Force. The next Task Force meeting will occur after the 2026 legislative session.

2. Discussion and Update of the Board's Maui Island meeting scheduled for March 19, 2026 – including Mayor's Proclamation and Presentation

Staff provided an update on planning for the Board's March 19, 2026 meeting on Maui, including coordination with the Mayor's Office, travel logistics, budgeting considerations, and outreach support from Becker Communications. Board members were asked to confirm in-person attendance for upcoming meetings.

3. Becker Communications Inc., regarding the Board's Small Business Outreach

Becker Communications Inc. has confirmed they will be attending the March 19th SBRRB meeting in person to represent DBEDT and manage all social media coverage. SBRRB staff drafted a press release to announce the meeting and will be collaborating with Laci and the Director's Office to finalize the details.

4. Presentation to Industry Associations

Board members are looking to fill their calendars for the new year. Ms. Albitz is planning to attend a Chamber and Hawaiian Airlines luncheon on the 23rd. Chair Shick will forward the Chamber's full schedule to identify additional opportunities for appearances and networking during Chamber weeks.

5. Staff's Small Business Outreach

Ms. Ariola will follow up with BDSD regarding the Annual Small Business Fair hosted by DBEDT.

- VI. NEXT MEETING** – Thursday, February 19, 2026 at 10:00 a.m., via Zoom and in Conference Room 436 at No. 1 Capitol District Building, 250 S. Hotel Street, Honolulu, HI 96813.
- VII. ADJOURNMENT** – Second Vice Chair Albitz motioned to adjourn the meeting and Ms. Hobson seconded the motion; the meeting adjourned at 10:33 a.m.

DRAFT