

LINDA LINGLE
GOVERNOR



RUSS K. SAITO
COMPTROLLER
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STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
P.O. BOX 119, HONOLULU, HAWAII 96810-0119

August 29, 2008

MEMORANDUM

TO: All Agencies, Boards & Commissions Subject
To Chapter 92, Part I, Hawaii Revised Statutes (HRS)

FROM: Russ K. Saito, State Comptroller

A handwritten signature in black ink that reads "Russ K. Saito".

SUBJECT: Posting Meetings on the State Calendar

Executive Memorandum 08-06 (attached) directs all agencies subject to HRS Chapter 92, Part I, to post all meeting notices and agendas on the State Calendar as soon as such notices are filed with the Office of the Lieutenant Governor. The purpose of this memorandum is to provide directions on how to post meetings on the State Calendar (www.ehawaii.gov/calendar) so that your meeting information can be readily available to the public. Posting meetings on the State Calendar does not substitute for sending meeting notices to the Office of the Lieutenant Governor.

There are essentially 3 steps to prepare your Department, Agency, Board or Commission to post public information meeting notices on the State Calendar via the Internet.

- I. Determine the individual(s) in your Department, Agency, Board or Commission who will be responsible for entering meeting information into the State Calendar.
- II. Have this individual(s) contact the State of Hawaii Portal Manager to obtain a Login ID set up for the calendar application.

A. Please go to <https://lala.ehawaii.gov/lala/account/enterDetails.lala> and create a user account for yourself or your department/board.

- III. Identify the Calendar name you will be having this individual update. See the <select> pull down on the Calendar for the list of Departments, Agencies, Boards or Commissions already noted.

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After you have successfully created an account, please email info@ehawaii.gov with your contact information, username of your account, and the requested calendar name. You will receive an email when your user account is updated.

For more information, contact us at (808) 587-4220.

The State of Hawaii Portal Manager has provided the attached manual for the Hawaii State Calendar.

Attachments

1. Executive Memorandum 08-06
2. Manual of Hawaii State Calendar – provided by Hawaii Information Consortium.



EXECUTIVE CHAMBERS
HONOLULU

LINDA LINGLE
GOVERNOR

August 18, 2008

EXECUTIVE MEMORANDUM

MEMO NO. 08-06

TO: All Agencies, Boards & Commissions Subject
To Chapter 92, Part I, Hawaii Revised Statutes

SUBJECT: Meeting Notices on State Calendar

All State boards and commissions that are subject to HRS 92, Part I (the Sunshine Law) are required to file all meeting notices with the Lieutenant Governor's Office at least six (6) days prior to said meetings, under HRS Section 92-7(a) and (b).

Although many State boards and commissions also post these notices on their websites or on the State Calendar, not all do, and as a result, the public cannot easily obtain information on all board and commission meetings and misses opportunities to participate in them.

Effective immediately, I'm directing all agencies subject to Hawaii Revised Statutes (HRS) Chapter 92, Part I, to post all meeting notices and agendas on the State Calendar as soon as such notices are filed with the Lieutenant Governor's Office. The electronic posting of public meeting notices on the State Calendar will make the information much more readily available and the business of boards and commissions much more transparent to the public.



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