

RULES REVIEW ROADMAP

Proposed

Prepared for assignment at the July 10, 2025 LESB Board meeting

Recommended Review Group (PIG) Assignments

GROUP A: Certification and Waivers (4 members)

- **Chapters:**
 - XX-1 General Provisions
 - XX-2 Certification
 - XX-9 Waivers
- **Justification:** These chapters are foundational and moderate in length. They establish jurisdiction, definitions, certification categories, and the waiver process. A larger group (4 members) ensures input on legal interpretation and cross-jurisdictional issues.

GROUP B: Training and Continuing Education (4 members)

- **Chapters:**
 - XX-3 Training
 - XX-4 Training Instructor Standards
 - XX-5 Training Credit and Continuing Education
- **Justification:** These are conceptually aligned and essential to JTA follow-up and future academy development. While moderate-to-high in workload, they are thematically consistent and suitable for collective review.

GROUP C: Professional Conduct and Data Oversight (4 members)

- **Chapters:**
 - XX-6 Professional Standards and Ethical Conduct
 - XX-8 Data Management
- **Justification:** XX-6 is a substantive chapter defining standards of behavior and enforceability. XX-8, while short, supports XX-6 implementation through transparency and data accountability. Including XX-8 helps balance Group C's overall workload.

GROUP D: Certification Action and Due Process (3 members)

- **Chapter:**
 - XX-7 Certification Action Procedures
- **Justification:** XX-7 is the longest, most complex, and legally sensitive chapter, covering investigations, suspension, revocation, hearings, and contested case procedures. Assigning this to a smaller, focused group of 3 ensures manageable collaboration while acknowledging its high workload.

RULES REVIEW ROADMAP TIMELINE

Before July 9, 2025

- Draft rules (Chapters XX-1 through XX-9) distributed to all Board members for pre-reading
- Administrator prepares group assignments, orientation notes, and review templates

July 10, 2025 – LESB Board Meeting

- Board formally assigns members to four Rule Review Groups (Permitted Interaction Groups)
- Group mandates are confirmed in public session per Sunshine Law
- Administrator provides rule orientation and PIG guidance, including statutory reference sheets, formatting standards, and review timeline
- Board confirms schedule of monthly progress meetings through October

Mid-July to Early August 2025 – First Review Cycle

- Each group meets independently (PIGs) to complete first review pass of assigned chapters
- Groups submit preliminary comments to Administrator by August 9, 2025

August 14, 2025 – LESB Special Progress Meeting

- Each group provides an oral update on issues identified in their assigned chapters
- Administrator facilitates cross-group clarification, resolves overlap questions, and flags formatting or statutory issues
- Board reaffirms timeline and responsibilities

Mid-August to Early September – Second Review Cycle

- Groups complete second review with consolidated internal revisions
- Each group submits working draft to Administrator by September 6, 2025

September 11, 2025 – LESB Monthly Board Meeting

- Groups present revised drafts and major policy points to the full Board
- Administrator coordinates feedback on inter-chapter consistency and statutory alignment
- Board confirms next-phase tasks to prepare final language

Mid-September to Early October – Final Draft Cycle

- Groups make final internal revisions based on Board feedback
- Administrator prepares master integrated draft with consistent formatting and citations

October 9, 2025 – LESB Board Meeting

- Administrator presents consolidated rules package
- Board finalizes rules and authorizes preparation of public hearing draft under HRS §91-3
- Board sets public hearing calendar and assigns hearing officer or hearing team as needed