

**DEPARTMENT OF BUSINESS,  
ECONOMIC DEVELOPMENT & TOURISM**  
KA 'OIHANA HO'OMOHALA PĀ'OIHANA, 'IMI WAIWAI  
A HO'OMĀKA'IKA'I

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DTS: 202412171128AR

December 20, 2024

The Honorable Ronald D. Kouchi,  
President and Members  
of the Senate  
Thirty-Third State Legislature  
State Capitol, Room 409  
Honolulu, Hawaii 96813

The Honorable Nadine K. Nakamura,  
Speaker and Members of the  
House of Representatives  
Thirty-Third State Legislature  
State Capitol, Room 431  
Honolulu, Hawaii 96813

Dear President Kouchi, Speaker Nakamura, and Members of the Legislature:

For your information and consideration, I am transmitting a copy of the Department of Business, Economic Development, and Tourism's Report on the Small Business Regulatory Review Board, as required by Section 201M, Hawaii Revised Statutes.

In accordance with Section 93-16, Hawaii Revised Statutes, I am also informing you that the report may be viewed electronically at:

<http://dbedt.hawaii.gov/overview/annual-reports-reports-to-the-legislature/>.

Sincerely,

James Kunane Tokioka  
DBEDT Director

Enclosure

c: Legislative Reference Bureau



**SMALL BUSINESS REGULATORY REVIEW BOARD**

# **HAWAII SMALL BUSINESS REGULATORY REVIEW BOARD 2024 ANNUAL REPORT SUMMARY**

- 1) Recommendations and Review of  
Hawaii Administrative Rules,  
Legislation,  
and**
- 2) Requests from Small Business  
Owners for Review of Any Rule  
Adopted by a State Agency**

**In Compliance with  
Chapter 201M, Hawaii Revised Statutes**

**HAWAII SMALL BUSINESS  
REGULATORY REVIEW BOARD  
ANNUAL REPORT SUMMARY 2024**

**TABLE OF CONTENTS**

SECTION I .....	2
MESSAGE FROM THE CHAIR .....	3
OVERVIEW.....	4
ANNUAL SUMMARY.....	5
SMALL BUSINESS REGULATORY FLEXIBILITY ACT.....	5
ADMINISTRATIVE RULE REVIEW .....	6
LEGISLATIVE ACTIVITY.....	9
SMALL BUSINESS IMPACT STATEMENT <i>and</i> GOVERNOR’S ADMINISTRATIVE DIRECTIVE (AD) NO. 18-02... 9	
CHAIRPERSON / BOARD MEMBERS .....	10
ACTIVITIES, PROJECTS and OUTREACH .....	11
REQUESTS FROM SMALL BUSINESS FOR REVIEW OF ANY RULE ADOPTED BY A STATE AGENCY.....	16
SECTION II .....	18
LEGISLATIVE REVIEW.....	19
Appendix .....	22
1. Chapter 201M, Hawaii Revised Statutes.....	23
2. Administrative Rule Review .....	34
<b>Administrative Rule Review – Annual Report 2024.....</b>	<b>35</b>
3. Administrative Directive No. 18-02.....	37

# SECTION I



# SMALL BUSINESS REGULATORY REVIEW BOARD

Department of Business, Economic Development & Tourism (DBEDT)  
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## MESSAGE FROM THE CHAIR

**Josh Green, M.D.**  
*Governor*

**Sylvia Luke**  
*Lt. Governor*

**James Kunane Tokioka**  
*DBEDT Director*

**Dane K. Wicker**  
*DBEDT Deputy Director*

### Members

Jonathan Shick  
*Chairperson*  
*O'ahu*

Mary Albitz  
*Vice Chairperson*  
*Maui*

Sanford Morioka  
*2nd Vice Chairperson*  
*O'ahu*

James (Kimo) Lee  
*Hawai'i*

Garth Yamanaka  
*Hawai'i*

Robert Cundiff  
*O'ahu*

Tessa Gomes  
*O'ahu*

Nikki Ige  
*Kaua'i*

Dr. Jennifer Salisbury  
*Maui*

Mark Ritchie for  
Director, DBEDT  
*Voting Ex Officio*



*Jonathan Shick, Chair, 2024*

I am delighted to be elected the SBRRB's Chair this year. As a small business advocate, I understand the need for the SBRRB to review Hawaii Administrative Rules for potential small business impact. The SBRRB reviewed a total of 1,088 Rules since it was created in 1998.

In June, the SBRRB bid fond farewell to long-time Oahu-based board member, Dr. Nancy Atmospera-Walch and to Kauai business owner Mr. William Lydgate. I want to personally thank them both for their participation and hard work over the past several years. We are, however, delighted to announce our newest members, Ms. Nikki Ige, a resident of Kauai, and Dr. Jennifer Salisbury from Maui.

On behalf of the board members, I extend a big Aloha to Governor Josh Green, M.D., and Lieutenant Governor Sylvia Luke. Aloha goes out to DBEDT Director Jimmie Tokioka and Deputy Director Dane Wicker for their support of our Board. In addition, Mahalo to the State Legislators; in particular, for their support of House Bill 2354 HD1 SD2 CD1 "Relating to the Small Business Regulatory Review Board." This measure became law on June 21, 2024, and solidifies the Board's authority to review small business legislation upon the request of a small business owner.

Finally, a big Mahalo to all those State and County agencies that came before us this year, discussing proposed and amended regulations that have potential to negatively impact small business both before and after the public hearings.

## **OVERVIEW**

The Small Business Regulatory Review Board is pleased to provide the Annual Report Summary for the period covering January through December 2024. Pursuant to the Hawaii Small Business Regulatory Flexibility Act, Chapter 201M, Hawaii Revised Statutes, the annual summary is based on the following:

### **201M-5 Small business regulatory review board; powers.**

(f) The board shall submit an annual report to the legislature twenty days prior to each regular session detailing any requests from small business owners for review of any rule adopted by a state agency, and any recommendations made by the board to an agency or the legislature regarding the need for a rule change or legislation. The report shall also contain a summary of the comments made by the board to agencies or the legislature regarding its review of any proposed new or amended rules.

# ANNUAL SUMMARY

## **SMALL BUSINESS REGULATORY FLEXIBILITY ACT**

The Small Business Regulatory Review Board was established on July 1, 1998, with the passage of the Small Business Regulatory Flexibility Act, pursuant to Act 168; subsequently the role of the Board was codified in Chapter 201M, Hawaii Revised Statutes (HRS), as amended.

(Appendix 1)

Statutorily, the Board is comprised of eleven members, ten current or former owners or officers of businesses from across the State, and the Director of Business, Economic Development, and Tourism (DBEDT) or the Director's designated representative who serves as an "ex officio" voting member. The Board is administratively attached to DBEDT and has responsibility for providing recommendations to State agencies on new and amended administrative rules that directly impacts small business. The Board may also consider any request from small business owners for review of any rule proposed, amended, or adopted by a state agency or for review of any legislation affecting small businesses, and to make recommendations to the agency or the legislature regarding the need for a rule change or legislation. For requests regarding county rules, the board may make recommendations to the county council or the mayor for appropriate action.

Members volunteer their time performing outreach activities to small business organizations, such as the local Chambers of Commerce, and testifying on legislation. Statutorily, the Board may also solicit testimony from the public regarding any reports submitted to the Board by State departments.

As an effective means of administrative rule review, each board member is assigned to one or more State departments as a "discussion leader" and each neighbor island member is

assigned to his or her own respective island. The assignments are reviewed regularly to ensure that the listing is complete and is equal among the members. Each member is responsible for the initial review the administrative rules of these departments and counties prior to consideration by the full Board. As of December 2024, the Board is operating at near full capacity with 10 members.

**ADMINISTRATIVE RULE REVIEW**

From January through December 2024, a total of 35 Rules, before and after public hearings, were reviewed from State and County Agencies.

Since its inception, the Board reviewed a total of 1,088 proposed new and amended Rules. (Appendix 2)

Department / County	Chapter / Section Number	Title	Proceed to Public Hearing (Pre-Public Hearing)	Proceed to Adoption (Post Public Hearing)	Other Recommendation(s)
<i>Department of Agriculture</i>	Chapter 71	Plant and Non-Domestic Animal Quarantine Non-Domestic Animal Import Rules	X		
	Chapter 72	Plant and Non-Domestic Animal Quarantine Plant Intrastate Rules		X	
<i>Department of Business, Economic Development and Tourism</i>	Chapter 217	Mauka Area Rules		X	
<i>Department of Commerce and</i>	Chapter 89	Nurses		X	



<b>Consumer Affairs – Title 16</b>	Chapter 107	Relating to Horizontal Property Regimes	X		
	Chapter 119.1 through 119.8	Relating to Condominiums	X		
	Chapter 72	Acupuncture Practitioners	X		
	Chapter 84	Massage Therapy	X		
<b>Department of Health – Title 11</b>	Chapter 60.1	Air Pollution Control	X		
	Chapter 208.1	Underground Storage Tanks	X	X	
<b>Department of Human Services – Title 17</b>	Chapter 799	Preschool Open Doors Program		X	
<b>Department of Labor &amp; Industrial Relations – Title 12</b>	Subtitle 8, Part 10	Chapter 22 General Administrative and Legal Provisions		X	
		Chapter 222.1 Power Boilers		X	
		Chapter 223.1 Heating Boilers – Steam Heating Boilers, Hot Water Heating Boilers, Hot Water Supply Boilers, and Potable Water Heaters		X	
		Chapter 224.1 Pressure Vessels		X	
<b>Department of Land &amp; Natural Resources – Title 13</b>	Chapter 74	License and Permit Provisions for Fishing, Fish, and Fish Products		X	

	Chapter 60.11	Kipahulu Community-Based Subsistence Fishing Area, Maui		X	
	Chapter 109	Rules for Establishing Forest Stewardship		X	
	Chapter 325	Hawaii Invasive Species Council Subtitle 14 General Provisions	X	X	
	Chapter 326	Hawaii Invasive Species Council Subtitle 14 Control and Eradication of Invasive Species	X	X	
<b><i>Department of Taxation - 18</i></b>	Chapter 235	Income Tax Law / Subchapter 3 Individual Income Tax Law	X	X	
<b><i>Department of Transportation – Title 19</i></b>	Subtitle 5 Chapter 152	State Highway Enforcement Program		X	
	Subtitle 5 Chapter 133.2	Motor Vehicle Safety Office	X		
<b><i>City and County of Hawaii</i></b>	Hawaii Liquor Commission	Rules and Regulations of the Liquor Commission of the Department of Liquor Control	X	X	
<b><i>City and County of Kauai</i></b>	Subchapter 4	Petitions for Intervention	X	X	
<b><i>City and County of Honolulu</i></b>	Chapter I – V, Section 54 – 26	BWS Rules and Regulations – Adoption of New Water Rates and Charges		X	
	Department of Environ. Services - Chapter 3	Rules Relating to Industrial Wastewater Discharge Local Limits	X	X	

	Liquor Commission Chapter 82 Rule Section 3-82-38.15	Licenses and Permits, General Provisions Unlawful Discrimination	X	X	
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**LEGISLATIVE ACTIVITY**

During 2024, the Governor’s Legislative team approved the Board’s proposal to amend its statute to clarify that, in addition to considering any request from small business owners for review of any rule, proposed, amended, or adopted by a state agency, the Board has the authority to review legislation affecting small businesses in response to requests from small business owners.

See “Legislative Review” at the end of this report for legislation the Board followed in 2024.

**SMALL BUSINESS IMPACT STATEMENT *and* GOVERNOR’S ADMINISTRATIVE DIRECTIVE (AD) NO. 18-02**

AD 18-02 was issued in 2018 to update the policy and procedures by which State departments and agencies request Governor’s approval for a public hearing of any proposed adoption, amendment, or repeal of administrative rules developed under Chapter 91, HRS. (Appendix 3). We are in the process of working with the Governor’s team to update this AD.

Under Section 201M-2, HRS, State agencies wanting to adopt new or modified administrative rules that have an impact on small business are required to submit to the Board a small business impact statement showing the economic impact on those businesses.

## **CHAIRPERSON / BOARD MEMBERS**

Under Section 201M-5 (c), “a majority of the board shall elect the chairperson. The chairperson shall serve a term of not more than one year, unless removed earlier by a two-thirds vote of all members to which the board is entitled.” The following elections were held at the June 2024 board meeting:

- Chair – Jonathan Shick
- Vice Chair – Mary Albitz
- Second Vice Chair – Sanford Morioka

The Board member nomination process, under Section 201M-5, HRS, states, “the Board shall consist of eleven members, who shall be appointed by the governor pursuant to section 26-34; provided that:

(1) Three members shall be appointed from a list of nominees submitted by the president of the senate;

(2) Three members shall be appointed from a list of nominees submitted by the speaker of the house of representatives;

(3) Two members shall be appointed from a list of nominees submitted by the board;

(4) Two members shall be appointed by the governor;

(5) The director of business, economic development, and tourism, or the director’s designated representative, shall serve as an ex officio voting member of the board;

(6) The appointments shall reflect representation of a variety of businesses in the State;

(7) No more than two members shall be representatives from the same type of business;

and

(8) There shall be at least one representative from each county.”

In addition, nominations shall be solicited from small business organizations, state and county chambers of commerce and other interested business and trade organizations. Except for the ex officio member, all members are either a current or former owner or officer of a business and shall not be an officer or employee of the federal, state, or county government.”

In June 2024, the Board said “Aloha” to Dr. Nancy Atmospera-Walch and Mr. William Lydgate. By year end December 2024, the Board was comprised of the following ten members, including its two newest members, Ms. Nikki Ige and Dr. Jennifer Salisbury:

- 1) Mary Albitz, Island Art Party, County of Maui
- 2) Robert Cundiff, Business/Management Consultant with Lokama Group, City and County of Honolulu
- 3) James (Kimo) Lee, W. H. Shipman, Ltd., Hawaii County
- 4) Jonathan Shick, Pono Consulting Group, LLD., City and County of Honolulu
- 5) Garth Yamanaka, Yamanaka Enterprises, Inc., Hawaii County
- 6) Sanford Morioka, Edward Enterprises, Inc., City and County of Honolulu
- 7) Tessa Gomes, Fred and Kate Events, City and County of Honolulu
- 8) Nikki Ige, Kauai Federal Credit Union, County of Kauai
- 9) Dr. Jennifer Salisbury, Valley Isle Enterprises, Ltd., County of Maui
- 10) Mark Ritchie, Business Support Program Manager, Business Development & Support Division, DBEDT, Voting Ex Officio Member

## **ACTIVITIES, PROJECTS and OUTREACH**

The following activities and projects were accomplished in 2024:

- **Hawaii Small Business Fair** – On September 28<sup>th</sup>, the Board’s Program Specialist monitored a table and greeted attendees at the Hawaii Small Business Fair at Leeward Community College for outreach purposes.



- **Newsletter** – The Board continues to send out monthly e-Newsletters to small business organizations, chambers of commerce, trade organizations and State legislators;

- **Social Media** – Since September 2023, social media messages are sent out regularly with guidance from Becker Communications to enhance the Board’s outreach efforts. During 2024, Becker redesigned the Board’s Facebook page and is now the acting Administrator for this account. Becker and the Board’s staff meet quarterly where Becker provides suggestions for assisting the Board with future outreach efforts, the monthly newsletter, and social media. At the end of 2024, the Board has 5 Friends, to date, on its brand-new Facebook page, 120 followers on Twitter and 90 followers on Instagram.

- **General Outreach**

- 1) In November 2024, DBEDT submitted a press release announcing the recent election of new board officers, Jonathan Shick, Chair; Mary Albitz, Vice Chair; and Sanford

Morioka, Second Vice Chair as well as the announcement of the Board's newest members, Ms. Nikki Ige from Kauai and Dr. Jennifer Salisbury from Maui.

- 2) The SBRRB can now be reached on DCCA's website under "Center for Business and Leadership." Go to <https://cca.hawaii.gov/bac/training-opportunities-from-other-organizations/>

- 3) **Specific Outreach**

During 2024, in addition to mailings, outreach efforts were performed by staff and board members that included the following:

- 1) Small Business Development Center
- 2) Small Business Administration
- 3) Better Business Bureau
- 4) Business Action Center
- 5) Hawaii Chamber of Commerce
- 6) Kauai Chamber of Commerce
- 7) Maui Wedding & Event Organization Meeting
- 8) National Consumer Protection Week Fair
- 9) Tourism Day at the Capitol
- 10) Hawaii Data & AI Summit



- 11) City and County of Honolulu Office of Economic Revitalization
- 12) Small Business Week: OER Meet the Resource Connectors
- 13) Small Business Week: SBA & OER presentations
- 14) Added Small Business Bill of Rights brochure to Big Island Japanese Chamber of Commerce website
- 15) Attendance at PBN Kauai Business Panel



- 16) Added Small Business Bill of Rights & Board brochure to DCCA Business Action Center's website
- 17) The Festival of Pacific Arts & Culture (FestPac) – Hawaii Convention Center
- 18) Hawaii Chamber of Commerce Golf Event
- 19) Hawaii Small Business Fair – Leeward Community College



20) PBN Women Winning in Business



21) Hawaii Chamber of Commerce Annual Meeting

22) Hawaii Farm Bureau Conference & Expo

23) Maui Chamber of Commerce "Business After Hours"

24) Hawaii Chamber of Commerce "Business After Hours"

25) PBN *Kapolei Magazine* Launch Party

## **REQUESTS FROM SMALL BUSINESS FOR REVIEW OF ANY RULE ADOPTED BY A STATE AGENCY**

Under Section 201M-5, HRS, in 2024, the following requests from business owners were received.

- 1) In May, Ms. Katherine Thompson, representing Kamaaina Boaters and Recreational Facebook Group, submitted a “Regulation for Review” for Section 200-13.5 Vessel Insurance. The request pertained to DLNR’s DOBOR requiring mandatory insurance on Hawaii residents who use State Boats or own recreational boats with a value less than \$100,000. Approximately 2,500 boaters in State Harbors that moor their boats in State harbors or use State boat ramps are impacted by this mandate.

The SBRRB informed Ms. Thompson that due to the SBRRB’s purview under Chapter 201M, HRS, which is to review Hawaii Administrative Rules that negatively impact Hawaii small businesses, the Board is unable to assist with her statutory concerns.

However, the Board recommended that she approach DLNR (DOBOR) and DCCA’s Insurance Division to help assist with the boaters’ concerns.

- 2) In July, the Chamber of Commerce of Hawaii approached this Board requesting how the State of Hawaii can align and support each other for the betterment of the small business community regarding recent TikTok “hack” that negatively impacted a small business.

The hack disinforms small businesses to dispute their credit card charge after paying for a good or service.

The SBRRB responded to the Chamber of Commerce of Hawaii by indicating that due to the SBRRB’s purview under Chapter 201M, HRS, the Board is unable to assist with these very important concerns. However, it was recommended that the State of Hawaii Senate

and House Representatives be approached to contemplate introducing a measure to help counter and restrict these fraudulent acts.

# **SECTION II**

## LEGISLATIVE REVIEW

The following measures were introduced during the 2024 legislative session.

1. **House Bill 2354 HD1 SD1 – Relating to the Small Business Regulatory Review Board**

**Background:** This measure clarifies that the Small Business Regulatory Review Board has the authority to review legislation affecting small businesses in response to a request from small business owners.

**Recommendation:** The Board supported this measure.

**Result:** This bill was introduced in February 2024, it crossed over and was signed into law on June 21, 2024 under Act 67.

2. **Senate Bill 3043 HD1 SD1 - Relating to the Small Business Regulatory Review Board**

**Background:** This measure clarifies that the Small Business Regulatory Review Board has the authority to review legislation affecting small businesses in response to a request from small business owners.

**Recommendation:** The Board supported this measure.

**Result:** The bill was introduced in February 2024 and shortly thereafter was deferred because the companion bill, HB 2354 HD1 SD1 (above) passed through the session.

3. **Senate Bill 2984 – Relating to Small Business**

**Background:** This measure establishes the Hawaii Capital Loan Revolving Fund to be used to make loans to small businesses located in nationally-declared disaster areas relating to the 2023 Maui wildfires; it also provides funds, in part, to administer the Maui Business Bridge Grants Program.

**Recommendation:** The Board reviewed this measure at its February meeting and left it up to each member to individually support this measure should it be scheduled for a hearing.

**Result:** The bill was not scheduled for a hearing.

**4. Senate Resolution 56 – Requesting Businesses in Hawaii to Use Hawaiian Language and Requesting the Department of Education to Develop and Implement Programs to Teach Employees Hawaiian and Hire Permanent Hawaii Language Teachers**

**Background:** This measure establishes a business revitalization task force to identify methods to improve Hawaii’s general economic competitiveness and business climate, including by mitigating regulatory and tax burdens; requires a report to the legislature.

**Recommendation:** The Board supported the intent of this measure and opted to stay neutral with regards to either supporting or opposing it.

**Result:** This bill was introduced in February 2024, it crossed over and was signed into law on July 1, 2024 via Act 142.

**5. House Bill 2974 SD2 HD1 – Relating to Economic Development**

**Background:** This measure establishes a business revitalization task force to identify methods to improve Hawaii’s general economic competitiveness and business climate, including by mitigating regulatory and tax burdens; requires a report to the legislature.

**Recommendation:** The Board supported this measure.

**Result:** The bill was introduced in January 2024, it crossed over and was signed into law on July 1, 2024 under Act 142.

**6. House Bill 1956 HD1 – Relating to Economic Development**

**Background:** This measure establishes a business revitalization task force to identify methods to improve Hawaii’s general economic competitiveness and business climate, including by mitigating regulatory and tax burdens; requires a report to the legislature.

**Recommendation:** The Board supported this measure.

**Result:** The bill was introduced and shortly thereafter it was deferred.

7. **House Bill 2974 SD2 HD1 – Relating to Economic Development**

**Background:** This measure establishes a business revitalization task force to identify methods to improve Hawaii’s general economic competitiveness and business climate, including by mitigating regulatory and tax burdens; requires a report to the legislature.

**Recommendation:** The Board supported this measure.

**Result:** The bill was introduced in January 2024, it crossed over and was signed into law on July 2, 2024 under Act 142.

## **Appendix**

1. Chapter 201M, Hawaii Revised Statutes
2. Administrative Rules Reviewed Matrix
3. Administrative Directive No. 18-02



## **1. Chapter 201M, Hawaii Revised Statutes**

## CHAPTER 201M

### SMALL BUSINESS REGULATORY FLEXIBILITY ACT

#### Section

- 201M-1 Definitions
- 201M-2 Determination of small business impact; small business impact statement
- 201M-3 Small business statement after public hearing
- 201M-4 Advisory committee on small business; consultation process for proposed rules
- 201M-5 Small business regulatory review board; powers
- 201M-6 Petition for regulatory review
- 201M-7 Periodic review; evaluation report
- 201M-8 Waiver or reduction of penalties
- 201M-9 Executive order

**§201M-1 Definitions.** As used in this chapter, unless the context clearly requires otherwise:

"Advisory committee" means an advisory committee on small business as established in section 201M-4.

"Affected small businesses" or "affects small business" means any potential or actual requirement imposed upon a small business through an agency's proposed or adopted rule that will cause a direct and significant economic burden upon a small business, or is directly related to the formation, operation, or expansion of a small business.

"Agency" means each state or county board, commission, department, or officer authorized by law to make rules, except those in the legislative or judicial branches.

"Board" means the small business regulatory review board.

"Rule" shall have the same meaning as in section 91-1.

"Small business" means a for-profit corporation, limited liability company, partnership, limited partnership, sole proprietorship, or other legal entity that:

- (1) Is domiciled and authorized to do business in Hawaii;
- (2) Is independently owned and operated; and
- (3) Employs fewer than one hundred full-time or part-time employees in Hawaii. [L 1998, c 168, pt of §2, §5; am L 2002, c 202, §§2, 5; am L 2007, c 217, §2]

**§201M-2 Determination of small business impact; small business impact statement.** (a) Prior to submitting proposed rules for adoption, amendment, or repeal under section 91-3, the agency shall determine whether the proposed rules affect small

business, and if so, the availability and practicability of less restrictive alternatives that could be implemented. This section shall not apply to emergency rulemaking.

(b) If the proposed rules affect small business, the agency shall consider creative, innovative, or flexible methods of compliance for small businesses and prepare a small business impact statement to be submitted with the proposed rules to the departmental advisory committee on small business and the board when the rules are essentially complete and before the rules are submitted to the governor for approval for public hearing. The statement shall provide a reasonable determination of the following:

- (1) The businesses that will be directly affected by, bear the costs of, or directly benefit from the proposed rules;
- (2) Description of the small businesses that will be required to comply with the proposed rules and how they may be adversely affected;
- (3) In dollar amounts, the increase in the level of direct costs such as fees or fines, and indirect costs such as reporting, recordkeeping, equipment, construction, labor, professional services, revenue loss, or other costs associated with compliance;
- (4) The probable monetary costs and benefits to the implementing agency and other agencies directly affected, including the estimated total amount the agency expects to collect from any additionally imposed fees and the manner in which the moneys will be used;
- (5) The methods the agency considered or used to reduce the impact on small business such as consolidation, simplification, differing compliance or reporting requirements, less stringent deadlines, modification of the fines schedule, performance rather than design standards, exemption, or any other mitigating techniques;
- (6) How the agency involved small business in the development of the proposed rules; and
- (7) Whether the proposed rules include provisions that are more stringent than those mandated by any comparable or related federal, state, or county standards, with an explanation of the reason for imposing the more stringent standard.

(c) When a proposed rule includes provisions that are more stringent than those mandated by any comparable or related

federal, state, or county standards, the agency shall, in addition to the information required by subsection (b), include in the small business impact statement information comparing the costs and benefits of the standard set by the proposed rule to the costs and benefits of the standard under the comparable or related federal, state or county law. The agency shall also include an explanation of its decision to impose the higher standard. The agency's comparison and justification shall include:

- (1) A description of the public purposes to be served by imposing the standard under the proposed rule;
- (2) The text of the related federal, state, or county law, including information about the purposes and applicability of the law;
- (3) A comparison between the proposed rule and the related federal, state, or county law, including a comparison of their purposes and of the standards and their application and administration;
- (4) A comparison of the monetary costs and benefits to the implementing agency and other agencies directly affected, of imposing the proposed standard, with the costs and benefits of imposing or deferring to the related federal, state or county standard, as well as a description of the manner in which any additional fees derived from imposition of the proposed standard are to be used; and
- (5) A comparison of the adverse effects on small businesses of the standard imposed by the proposed rule, with the adverse effects on small business of the related federal, state, or county standard.

(d) This chapter shall not apply to proposed rules adopted by an agency to implement a statute or ordinance that does not require an agency to interpret or describe the requirements of the statute or ordinance, such as federally-mandated regulations that afford the agency no discretion to consider less restrictive alternatives. [L 1998, c 168, pt of §2, §5; am L 2002, c 202, §5; am L 2007, c 217, §3; am L 2008, c230, §3]

**§201M-3 Small business statement after public hearing.** (a) For any proposed rule that affects small business, the agency shall also submit a small business statement to the small business regulatory review board and the departmental advisory committee on small business after the public hearing is held. This section shall not apply to emergency rules. The small business statement required by this section shall provide the following information:

- (1) A description of how opinions or comments from affected small business were solicited, a summary of the public and small business comments, and a summary of the agency's response to those comments;
- (2) The number of persons who:
  - (A) Attended the public hearing;
  - (B) Testified at the hearing; and
  - (C) Submitted written comments; and
- (3) If there was a request to change the proposed rule at the hearing in a way that affected small business, a statement of the reasons for adopting the proposed rule, the reason why a requested change was not made, and the problems or negative result the change would provide if adopted.

(b) If the small business regulatory review board finds that a statement provided pursuant to subsection (a) (3):

- (1) Indicates inconsistency with any of the agency's determinations under section 201M-2(b); or
- (2) Does not address the concerns of public input, the board with good cause may request a written response from the agency explaining the rationale used to deny the public concerns within ten working days of receipt of the small business statement after public hearing. The agency shall respond in writing to the board's concerns within ten working days.

(c) The written response from an agency required in subsection (b), at a minimum, shall:

- (1) Specifically address each issue and concern raised in the board's request for a written response; and
- (2) Affirmatively state that the agency has considered all written and oral testimony received at the agency's public hearing and has addressed all issues or concerns raised in the written or oral testimony. [L 1998, c 168, pt of §2, §5; am L 2002, c 202, §5; am L 2012, c 241, §2]

**[\$201M-4] Advisory committee on small business; consultation process for proposed rules.** (a) There may be established within and administratively attached to every department of the State or county whose rules affect small business activities, an advisory committee on small business. The advisory committee shall consist of three or more odd number of members appointed by the department and may advise more than one department. The department shall have the authority to appoint members to the advisory committee and to fill any vacancies. The members shall serve on a volunteer basis and have experience or knowledge of the effect of

regulation by those departments on the formation, operation, or expansion of a small business. No person shall serve on the small business regulatory review board and an advisory committee on small business concurrently. The advisory committees shall not be subject to the requirements of chapter 91.

(b) When the agency is proposing rules that affect small business, the agency may consult with the administratively attached departmental advisory committee on small business regarding any matter related to the proposed rules prior to complying with the rulemaking requirements provided in chapter 91. Each agency shall develop its own internal management procedures for soliciting comments during the drafting of proposed rules from affected small businesses. The agency may develop creative procedures for the solicitation of comments from affected small businesses during the drafting or development of proposed rules.

(c) If necessary, any group or members of affected small businesses may also be consulted by the agency to formulate the relevant language, develop criteria, and provide any other expertise to ensure that the proposed rules will be drafted in a manner that will protect the public health, welfare, and safety without placing an undue and significant burden upon small business. [L 1998, c 168, pt of §2, §5; am L 2002, c 202, §5]

**§201M-5 Small business regulatory review board; powers.** (a) There shall be established within the department of business, economic development, and tourism, for administrative purposes, a small business regulatory review board to review any proposed new or amended rule. If the board determines that a proposed rule will not have a significant economic impact on a substantial number of small businesses, the board shall submit a statement to that effect to the agency that sets forth the reason for the board's decision. If the board determines that the proposed rule will have a significant economic impact on a substantial number of small businesses, the board may submit to the agency suggested changes in the proposed rule to minimize the economic impact of the proposed rule, or may recommend the withdrawal of the proposed rule. The board may also consider any request from small business owners for review of any rule proposed, amended or adopted by a state agency or for review of any legislation affecting small businesses, and to make recommendations to the agency or the legislature regarding the need for a rule change or legislation. For requests regarding county rules, the board may make recommendations to the county council or the mayor for appropriate action.

(b) The board shall consist of eleven members, who shall be appointed by the governor pursuant to section 26-34; provided that:

- (1) Three members shall be appointed from a list of nominees submitted by the president of the senate;
- (2) Three members shall be appointed from a list of nominees submitted by the speaker of the house of representatives;
- (3) Two members shall be appointed from a list of nominees submitted by the board;
- (4) Two members shall be appointed by the governor;
- (5) The director of business, economic development, and tourism, or the director's designated representative, shall serve as an ex officio voting members of the board;
- (6) The appointments shall reflect representation of a variety of businesses in the State;
- (6) No more than two members shall be representative from the same type of business; and
- (8) There shall be at least one representative from each county. For purposes of paragraphs (1) and (2),

nominations shall be solicited from small business organizations, state and county chambers of commerce, and other interested business organizations.

(c) **Except for the ex officio member**, all members of the board shall be either a current or former owner or officer of a business and shall not be an officer or employee of the federal, state, or county government. A majority of the board shall elect the chairperson. The chairperson shall serve a term of not more than one year, unless removed earlier by a two-thirds vote of all members to which the board is entitled.

(d) A majority of all the members to which the board is entitled shall constitute a quorum to do business, and the concurrence of a majority of all the members to which the board is entitled shall be necessary to make any action of the board valid.

(e) In addition to any other powers provided by this chapter, the board may:

- (1) Adopt any rules necessary to implement this chapter;
- (2) Organize and hold conferences on problems affecting small business; and
- (3) Do any and all things necessary to effectuate the purposes of this chapter.

(f) The board shall submit an annual report to the legislature twenty days prior to each regular session detailing any requests from small business owners for review of any rule

proposed, amended, or adopted by a state agency or for review of any legislation affecting small businesses, and any recommendations made by the board to an agency or the legislature regarding the need for a rule change or legislation. The report shall also contain a summary of the comments made by the board to agencies regarding its review of proposed new or amended rules. [L 1998, c 168, pt of §2, §5; am L 2002, c 202, §§3, 5; am L 2007, c 217, §4; am L 2012, c 241, §3]

**§201M-6 Petition for regulatory review.** (a) In addition to the basis for filing a petition provided in section 91-6, any affected small business may file a written petition with the agency that has adopted the rules objecting to all or part of any rule affecting small business on any of the following grounds:

- (1) The actual effect on small business was not reflected in, or significantly exceeded, the small business impact statement submitted prior to the adoption of the rules;
- (2) The small business impact statement did not consider new or significant economic information that reveals an undue impact on small business;
- (3) These impacts were not previously considered at the public hearing on the rules;
- (4) The rules create an undue barrier to the formation, operation, and expansion of small businesses in a manner that significantly outweighs its benefit to the public;
- (5) The rules duplicate, overlap, or conflict with rules adopted by another agency or violate the substantive authority under which the rules were adopted; or
- (6) The technology, economic conditions, or other relevant factors justifying the purpose for the rules have changed or no longer exist.

(b) Upon submission of the petition, the agency shall forward a copy of the petition to the board, as notification of a petition filed under this chapter. The agency shall promptly consider the petition and may seek advice and counsel regarding the petition from the appropriate departmental advisory committee on small business. Within sixty days after the submission of the petition, the agency shall determine whether the impact statement or the public hearing addressed the actual and significant impact on small business. The agency shall submit a written response of the agency's determination to the small business review board within sixty days after receipt of



the petition. If the agency determines that the petition merits the adoption, amendment, or repeal of a rule, it may initiate proceedings in accordance with section 91-3.

(c) If the agency determines that the petition does not merit the adoption, amendment, or repeal of any rule, any affected small business may seek a review of the decision by the board. The board shall promptly convene a meeting pursuant to chapter 92 for the purpose of soliciting testimony that will assist in its determination whether to recommend that the agency initiate proceedings in accordance with section 91-3. The board may base its recommendation on any of the following reasons:

- (1) The actual effect on small business was not reflected in, or significantly exceeded, the impact statement submitted prior to the adoption of the rules;
- (2) The impact statement did not consider new or significant economic information that reveals an undue impact on small business;
- (3) These impacts were not previously considered at the public hearing on the rules;
- (4) The rules create an undue barrier to the formation, operation, and expansion of small businesses in the State in a manner that significantly outweighs its benefit to the public;
- (5) The rules duplicate, overlap, or conflict with rules adopted by another agency or violate the substantive authority under which the rules were adopted; or
- (6) The technology, economic conditions, or other relevant factors justifying the purpose for the rules have changed or no longer exist.

(d) If the board recommends that an agency initiate rulemaking proceedings for any reason provided in subsection (c), it shall submit to the legislature an evaluation report and the agency's response as provided in subsection (b). The legislature may subsequently take any action in response to the evaluation report and the agency's response as it finds appropriate.

(e) If the board does not recommend that an agency initiate rulemaking proceedings, the board shall notify the small business of its decision and inform the small business that the small business may submit a complaint to the ombudsman pursuant to chapter 96 regarding the decision of the agency or board.

(f) Nothing in this section shall entitle an affected small business to a contested case hearing under chapter 91. [L 1998, c 168, pt of §2, §5; am L 2002, c 202, §5; am L 2007, c 217, §5]

**§201M-7 Periodic review; evaluation report.** (a) Each agency having rules that affect small business shall submit to the board by June 30 of each odd-numbered year, a list of those rules and a report describing the specific public purpose or interest for adopting the respective rules that affect small business and any other reasons to justify continue implementation of the rules; provided that, by June 30 of each year, each agency shall submit to the board a list of any rules to be amended or repealed, based upon any new, amended, or repealed statute that impacts small business.

(b) The board shall provide to the head of each agency a list of any rules adopted by the agency that affect small business and have generated complaints or concerns, including any rules that the board determines may duplicate, overlap, or conflict with other rules, or exceed statutory authority. Within forty-five days after being notified by the board of the list, the agency shall submit a written report to the board in response to the complaints or concerns. The agency shall also state whether the agency has considered the continued need for the rules and the degree to which technology, economic conditions, and other relevant factors may have diminished or eliminated the need for maintaining the rules.

(c) The board may solicit testimony from the public regarding any report submitted by the agency under this section at a public meeting held pursuant to chapter 92. Upon consideration of any report submitted by an agency under this section and any public testimony, the board shall submit an evaluation report to the legislature each even-numbered year. The evaluation report shall include an assessment as to whether the public interest significantly outweighs a rule's effect on small business and any legislative proposal to eliminate or reduce the effect on small business. The legislature may take any action in response to the report as it finds appropriate. [L 1998, c 168, pt of §2, §5; am L 2002, c 202, §5; am L 2007, c 217, §6; am L 2012, c 241, §4]

**§201M-8 Waiver or reduction of penalties.** (a) Except where a penalty or fine is assessed pursuant to a program approved, authorized, or delegated under a federal law, any agency authorized to assess civil penalties or fines upon a small business shall waive or reduce any penalty or fine as allowed by federal or state law for a violation of any statute, ordinance, or rules by a small business under the following conditions:

- (1) The small business corrects the violation within a minimum of thirty days after receipt of a notice of violation or citation; and
  - (2) The violation was unintentional or the result of excusable neglect; or
  - (3) The violation was the result of an excusable misunderstanding of an agency's interpretation of a rule.
- (b) Subsection (a) shall not apply:
- (1) When a small business fails to exercise good faith in complying with the statute or rules;
  - (2) When a violation involves willful or criminal conduct;
  - (3) When a violation results in serious health and safety impacts;
  - (4) To violations of chapters 6E, 180, 180C, 181, 182, 183, 183C, 183D, 186, 187A, 188, 188F, 189, 190, 190D, 195, 195D, 195F, 205, 205A, 340A, 340E, 341, 342B, 342C, 342D, 342E, 342F, 342G, 342H, 342I, 342J, 342L, and 342P;
  - (5) To violations of sections 200-9(b) and (c), 200-24(4), 200-37, and 200-38; or
  - (6) To violations of administrative rules promulgated pursuant to section 200-4(6); except for rules pertaining to matters listed in section 200-4(6) (A), (B), (C), and (D).
- (c) An agency may adopt rules to implement the requirements of this section. [L 1998, c 168, pt of §2, §5; am L 2002, c 202, §5; am L 2004, c 206, §1]

**[\$201M-9] Executive order.** The governor may execute any executive order, memorandum, or directive necessary to implement any provision of this chapter. [L 1998, c 168, pt of §2, §5; am L 2002, c 202, §5]

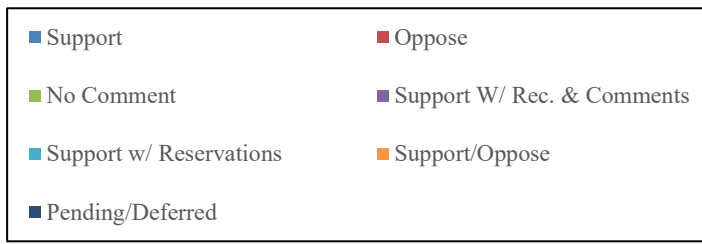
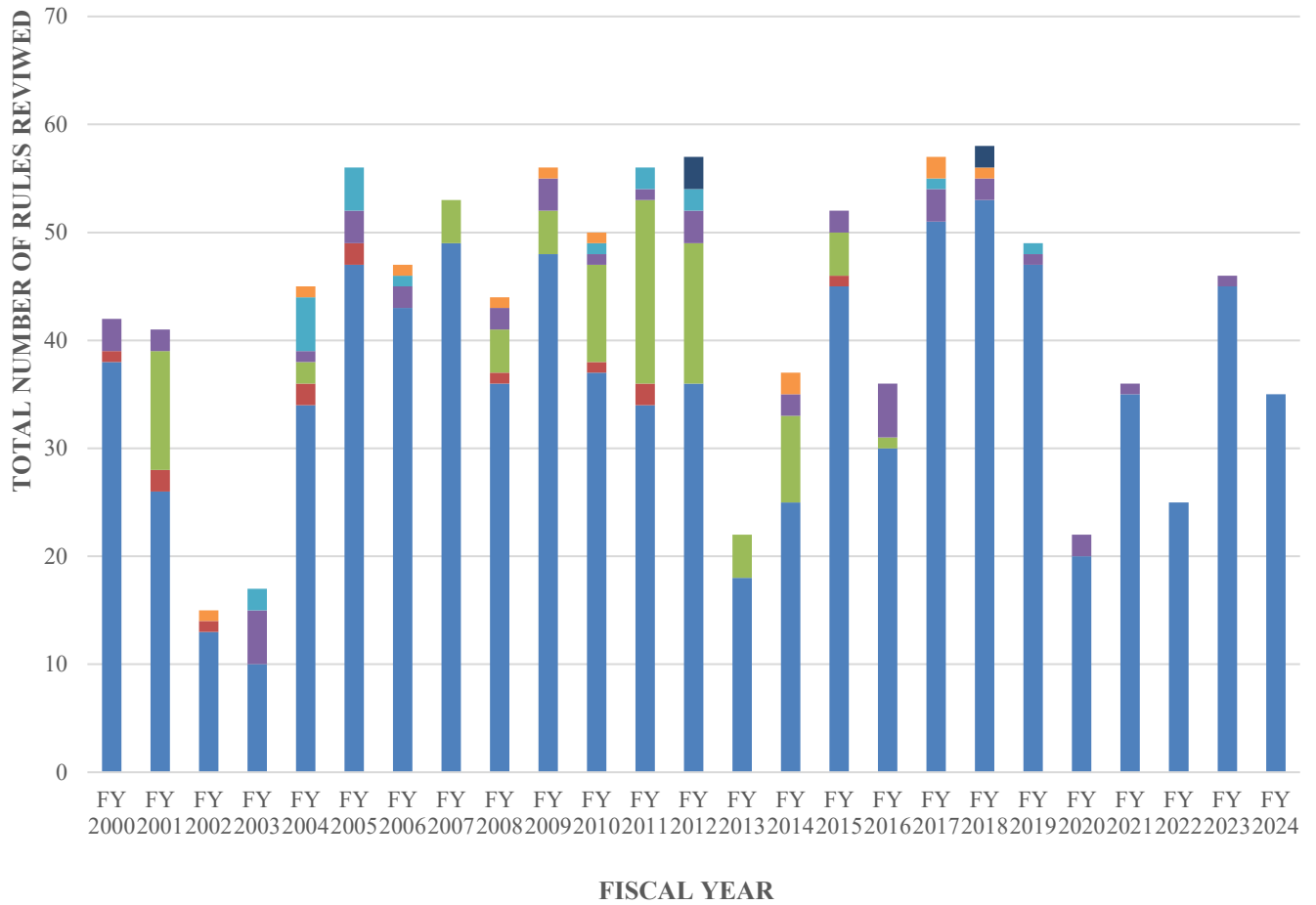
## **2. Administrative Rule Review**

## Administrative Rule Review – Annual Report 2024

Calendar Year 2024	Month/Year	Supported (1)	Opposed (2)	No Comment/ No Action (3)	Supported W/ Rec. & Comments (4)	Supported w/ Reservations (5)	Supported/ Opposed (6)	Pending/ Deferred (7)
	Jan-24	2						
	Feb-24	1						
	Mar-24	2						
	Apr-24	2						
	May-24	2						
	Jun-24	8						
	Jul-24	5						
	Aug-24	2						
	Sep-24	4						
	Oct-24	1						
	Nov-24	2						
	Dec-24	4						
	<b>Total Calendar Year 2024</b>	<b>35</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>Total Past Years</b>	<b>913</b>	<b>13</b>	<b>81</b>	<b>48</b>	<b>21</b>	<b>12</b>	<b>0</b>
	<b>Total</b>	<b>913</b>	<b>13</b>	<b>81</b>	<b>48</b>	<b>21</b>	<b>12</b>	<b>0</b>
	<b>Total HAR Reviewed Since Inception</b>	<b>1088</b>						

- 1) Unanimous support of HAR
- 2) Opposed HAR
- 3) Either no comment or no action taken on HAR
- 4) Supported HAR with recommendations and/or comments
- 5) Supported HAR with Reservations
- 6) Partially opposed but supported HAR
- 7) Deferred action

## Administrative Rule Review Matrix



### **3. Administrative Directive No. 18-02**



EXECUTIVE CHAMBERS  
HONOLULU

DAVID IGE  
GOVERNOR

January 1, 2018

## ADMINISTRATIVE DIRECTIVE NO. 18-02

To: Department Directors

Subject: Policy and Procedure for the Adoption, Amendment, or Repeal of  
Hawaii Administrative Rules

This administrative directive updates the policy and procedure by which departments or agencies shall request executive approval of any proposed adoption, amendment, or repeal of administrative rules. It replaces Administrative Directive No. 09-01, Policy and Procedure for the Adoption, Amendment, or Repeal of Administrative Rules, dated October 29, 2009.

### **Legal References:**

1. Hawaii Revised Statutes Chapter 91
2. Hawaii Revised Statutes Chapter 201M, the "Hawaii Small Business Regulatory Flexibility Act," requires that if a proposed rule "affects small business," the department or agency shall submit a "small business impact statement" and a "small business statement" to the Small Business Regulatory Review Board. Chapter 201M does not apply to emergency rulemaking or rules adopted to comply with a federal requirement.

### **Policy:**

1. All requests regarding Hawaii Administrative Rules must be submitted through Hawaii Administrative Rules Processing Site (HARPS).

<https://hawaiioint.sharepoint.com/sites/gov/adminrules/>

Prior to all submittals, the department must obtain the Attorney General's approval "as to form".

### **2. Small Business Regulatory Flexibility Act**

In accordance with Chapter 201M, the department must complete the following steps before submitting a request to conduct public hearing if the proposed rule affects small



business:

- a. Complete Small Business Impact Statement
  - i. See HRS Section 201M-2
- b. Submit Small Business Impact Statement and proposed rules to the Small Business Regulatory Review Board

### **3. Public Hearing Approval**

In the request to conduct public hearing, the department will provide response to the following:

- a. Summary of changes
  - i. Why is this section of Hawaii Administrative Rules being amended?
  - ii. What problem is the rule change meant to solve?
  - iii. List all changes that are being made.
- b. Impact of changes
  - i. How does this rule change address the problem?
  - ii. Who are the stakeholders? Positive and negative.
  - iii. What are the potential problems with the rule change?
  - iv. What is the fiscal impact?
  - v. What is the economic impact to the State?
- c. Consequences if changes are not made
  - i. What are the consequences if the rule change does not get adopted, amended or repealed?

### **4. Public Hearings**

Upon approval of public hearing request, the department must enter all public hearing dates, times, and locations into HARPS.

- a. The department must be considerate of all parties being affected and schedule public hearings to allow for adequate feedback.
- b. The department must accept written testimony from all parties who are unable to attend the public hearing.
- c. The department will be responsible for transcribing the testimony from the public hearing into a public hearing summary document that will be required upon submittal of Final Rule.

## 5. Final Rule

In the request for approval of Final Rule, the department will provide response to the following:

- a. Changes in Final Rule
  - i. What changes were made in the Final Rule?
  - ii. Why were these changes made?
- b. Other
  - i. Describe how the department has worked with stakeholders to gain support for the rule?
  - ii. Have potential problems been addressed? Do the same problems exist with the Final Rule?
  - iii. Does the Office of the Governor staff need to meet with any people/organizations before the Governor signs this Final Rule?

## 6. Filing of Final Rule

Upon approval of Final Rule through HARPS, the Department will send 3 hard copies to Office of the Governor. When approved, these copies will be filed with the Office of the Lieutenant Governor. Rule will take effect 10 days after filing.

## 7. Department of Budget and Finance (BUF) and Department of Business, Economic Development and Tourism (BED)

BUF and BED will receive electronic notification upon submittal of public hearing request. Both departments will have the ability to submit comments and concerns through HARPS. Response will be due 10 business days after Final Rule is submitted. Comments will be optional unless the following applies:

- a. BUF will be required to provide response if the proposed rule has fees or other fiscal impacts.
- b. BED will be required to provide response if the proposed rule has economic impact or affects small business.



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