COBI ETHICS BOARD

Regular Meeting

Monday, November 16, 2020

6:30 – 8:00 PM

VIA ZOOM WEBINAR

Minutes

1. Call to order — Meeting was called to order at 6:32 PM. Present were Jennifer Hodges, Tyler Weaver, Dona Keating, Karen Anderson, Dominque Cantwell, David Mallon, Andrew Tsoming; Jim Hodges joined at 6:51.
2. Disclosure of conflict of interest — Chair Jennifer Hodges recused herself from consideration of EB-2020-03 due to a relationship with an organization material to the complaint. Dominque Cantwell, Tyler Weaver, and Dona Keating all disclosed potential relationships with the same organization but not rising to the level of conflict.
3. Acceptance of meeting minutes — October 19, 2020 with 2 corrections: Item 10# should read *November 16*, Item #7 should read committee members *Tyler Weaver and Dominque Cantwell*; Motion by Jennifer Hodges, 2nd by Tyler Weaver.
4. Public comment — None.
5. Consideration of draft revisions to operating rules
    a. Proposed changes approved:
        i. B.5: changes to publicly available e-mail addresses, pending confirmation with Deputy City Attorney—Motion to approve by Karen Anderson; 2nd David Mallon
        ii. D.2.iv.d: changes to received late responses to complaints —Motion to approve by Jennifer Hodges; 2nd Dona Keating
        iii. E.: changes to correct section numbering—Motion to approve by Jennifer Hodges; 2nd Jim Cash
    b. Proposed changes tabled:
        i. D.1.iv.b: changes to instructions for threshold determination subcommittees
        ii. D.2.iv.a: changes to respondent notification process
        iii. D.2.iv.c: changes to instructions for threshold determination subcommittees
        iv. D.3.iv.b: changes to instructions for threshold determination subcommittees
6. Review determination letter for EB-2020-02
    a. 1st Motion to reconsider original determination by Dominque Cantwell; 2nd Dona Keating failed (For 2, Against 3, Abstentions 1)
    b. After subsequent discussion, 2nd Motion to reconsider original determination by Dominque Cantwell; 2nd Dona Keating approved (For 4, Against 2)
    c. After subsequent discussion, Motion to resubmit to subcommittee for revision by Tyler Weaver; 2nd Jennifer Hodges
7. Draft committee for response to EB-2020-03 — Tyler Weaver, David Mallon
    a. Motion to submit to subcommittee for response by Tyler Weaver; 2nd David Mallon
8. Update from training subcommittee: confirmed February 15 annual report to Council as target deadline for new program and related delivery schedule

9. Items for next meeting agenda, Dec 21 (6:30 - 8:30 PM)
    a. Review EB-2020-03
    b. Initial consideration of EB-2020-04
    c. Initial consideration of EB-2020-05
    d. Further revisions to operating Rules
10. Adjournment – Motion by Jennifer Hodges, 2nd Jim Cash

(12/21/2020)

David Mallon

DEPUTY CHAIR