



CITY OF  
BAINBRIDGE ISLAND

ETHICS BOARD  
REGULAR MEETING  
MONDAY, DECEMBER 19, 2022  
6:30 PM

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THE ETHICS BOARD WILL HOLD THIS MEETING  
IN PERSON AND USING A VIRTUAL, ZOOM WEBINAR PLATFORM

MEMBERS OF THE PUBLIC WILL BE ABLE TO ATTEND AT  
CITY HALL OR CALL IN TO THE ZOOM WEBINAR

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/81659205467](https://bainbridgewa.zoom.us/j/81659205467)

OR TELEPHONE: 1-253-215-8782

WEBINAR ID: 816 5920 5467

### AGENDA

1. CALL TO ORDER – 6:30 PM
2. DISCLOSURE OF CONFLICTS OF INTEREST
3. APPROVAL OF THE AGENDA
4. ACCEPTANCE OF MEETING MINUTES – November 21, 2022, Regular Meeting
5. REVIEW STATUS OF PENDING COMPLAINTS
6. PUBLIC COMMENT (Please limit comments to items other than those under consideration and under 2 minutes. Board Members may elect to refrain from responding.)
7. TRAINING SUB-COMMITTEE REPORT
8. Review draft of [ANNUAL REPORT](#)
9. NEW BUSINESS
  - Election of Deputy Chair
  - 2023 Holiday Meeting Conflicts
10. AGENDA FOR NEXT MEETING
11. NEXT MEETING DATE: January ?, 2023 (6:30 – 8:00 PM)
12. ADJOURNMENT

## **COBI ETHICS BOARD**

Regular Meeting

Monday, November 21, 2022

6:30 PM – 8:00 PM

In-person and Via Zoom

Minutes

1. Call to Order - Meeting was called to order at 6:30 pm. Present were: Jim Cash (Chair), Donna Davison (Deputy Chair), Rafael Escandon, Rosemary Hollinger, Doña Keating, David Mallon, Ben Woodruff, Andrew Fuller (legal counsel to Ethics Board), Joe Levin (City Attorney), and Peggy Nimb (City Staff).
2. Disclosures of Conflict of Interest – None.
3. Approval of the Agenda - Motion to approve the agenda by David Mallon, seconded by Ben Woodruff, and passed unanimously.
4. Acceptance of meeting minutes – Motion to accept the minutes of October 17, 2022 by Doña Keating, seconded by David Mallon, and passed unanimously.
5. Review Status of Pending Complaints - No change in status of pending complaints. No new complaints.
6. Public Comment – None.
7. Training Sub-Committee Report – No action at this time.
8. Review Draft of Annual Report – No action at this time.
9. New Business: Consideration of City Manager's request for Advisory Opinion – Motion to respectfully decline the request from the City Manager for an advisory opinion by Rosemary Hollinger, seconded by Doña Keating, and passed unanimously. Motion to recommend to the City Council that the City Manager be added to the Ethics Program under the advisory request portion by Jim Cash, seconded by Ben Woodruff, and passed unanimously.
10. Agenda for next Meeting – Training Sub-Committee Report and Annual Report.
11. Next Meeting Date: December 19, 2022.
12. Adjournment – Motion to adjourn by David Mallon, seconded by Rafael Escandon, and passed unanimously.

Adjournment at 7:10 p.m.

**City of Bainbridge Island Ethics Board  
2022 Annual Report and 2023 Workplan  
February, 2023**

Pursuant to Article V, § D of the City of Bainbridge Island Code of Conduct and Ethics Program (the “Program”), the Bainbridge Island Ethics Board hereby provides its annual report and workplan to the Bainbridge Island City Council.

**I. Complaints and Advisory Opinions**

In 2022, the Ethics Board received no complaints and no requests for advisory opinions. The three other complaints, which are related to each other, have been deferred while the Board awaits a ruling in related litigation.

**II. Ethics Board Members**

The Board is presently operating with three members who are serving their initial terms. The three members who are serving their initial terms are Rosemary Hollinger, Donna Davison and Rafael Escandon. Mr. Mallon and Mr. Woodruff’s terms expire in June of 2024 and Ms. Keating’s and Mr. Cash’s terms expire in June of 2023.

**III. Changes to the Ethics Program**

Through a joint sub-committee of City Council members and Ethics Board members, a recommendation was made to Council and subsequently approved, to modify the complaint process. Names will be redacted from complaints unless and until the complaint is found valid. This change will help stress the process is educational in nature rather than punitive.

**IV. Requests and Recommendations**

**A. Training**

In 2022, the Board presented to Council its revised plan for conducting its training and educational duties under the Program. The Council initially approved that plan.

The Board has spoken with the City Manager and related to City Council the requirements to begin the training process and is awaiting scheduling for the training to begin.

The training is structured as follows:

1. Hold a remote, Zoom-based training and informational session for Council at a designated Council meeting. We anticipate this could be completed in 5 minutes, depending on the questions and discussion generated by the presentation.
2. Hold three remote, Zoom-based training and informational sessions open to the public and all members of City Committees and Commissions. We anticipate scheduling these for different times, such as a weekday session, a weekday evening session, and a weekend session. Again, we would anticipate each of these to run about 15 minutes, depending on questions and discussion.
3. In lieu of a physical pamphlet, given the current remote nature of City meetings, a recording of at least one of these presentations and the related materials would be available for review on the City's web page for the Ethics Board.

#### **V. Work Plan for 2023**

- A. Provide Ethics Code training for Councilmembers, Committees and Commissions, with a focus on including new members, with the emphasis on the process being an educational one.
- B. Continue to respond to ethics complaints and requests for advisory opinions.
- C. Select new Ethics Board members to fill soon-to-be vacant seats.