

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/86365762700>

One tap mobile :
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or telephone: 1-253-205-0468
Webinar ID: 863 6576 2700

Agenda

- 1) Call To Order – 6:30 PM
- 2) Disclosure of Conflicts of Interest
- 3) Approval of the Agenda
- 4) Meeting Minutes Approval
[January 8, 2024, Special Business Meeting Minutes](#)
- 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 Update
- 8) New Business
 - a) [EB 2024-01 Complaint](#)
 - b) Training Updates
 - c) [Review of 2023 Annual Report and 2024 Annual Work Plan](#)
 - d) Update Awareness Campaigns of COBI Ethics Board
- 9) Agenda Items for Next Meeting
- 10) Next Meeting Date: March 18, 2024
- 11) Adjournment

COBI ETHICS BOARD

Special Meeting
Monday, January 8, 2024
6:30 PM—6:50 pm
In-person and Via Zoom

Minutes

1. Call to Order - Meeting was called to order at 6:30 pm. Present were: Rafael Escandon (Chair), Doña Keating, Ben Woodruff, Jim Cash, and Andrew Tsoming (Counsel) and Peggy Nimb (City Staff). 0:20,
2. Disclosures of Conflict of Interest – None. 0:43
3. Approval of the 1/8/2024 Meeting Agenda – Jim Cash called a motion to approve the agenda; Ben Woodruff seconded, and the motion to approve the meeting agenda passed unanimously. 1:32
4. Motion of acceptance of 12/18/23 meeting minutes made by Ben Woodruff, seconded by Rafael Escandon and approved unanimously. 1:55
5. Status of Pending Complaints: No change. No new complaints. 2:55
6. Public Comment – No public comments received. 3:09
7. Updates from Training Sub-Committee: None. 3:38
8. New Business:
 - a) Election of new Deputy Chair. Ben Woodruff was elected unanimously. 4:05, 15:26
 - b) Discussion of Work Plan 2024. 6:26
 - c) Report on increasing public awareness of the COBI Ethics Board. 11:20
9. Agenda for next Meeting – February meeting 15:53
 - a. Review of Annual Work Plan for 2024
 - b. Training Updates
 - c. Update Awareness Campaigns of COBI Ethics Board
 - d. Review of status of pending complaints

Canceled Regular Meeting on February 19 (due to President's Day holiday) and set date for February Special Meeting on February 12, 2024 at 6:30 pm 17:00

Adjournment at 6:50 p.m. Motion to adjourn by Jim Cash, seconded by Ben Woodruff. 20:00

Article II (Code of Ethics) Ethics Complaint Form

I. Introduction:

Individuals seeking to submit an ethics complaint alleging a violation of the Code of Ethics (Article II) by a Councilmember or a member of a City Committee or Commission should complete this form and submit it, along with any supporting documents, to the City Clerk at cityclerk@bainbridgewa.gov.

II. Your Contact Information:

Name: [REDACTED]
Address: [REDACTED]
[REDACTED] Bainbridge, WA 98110

III. Article II Complaint:

- A. Please provide the name of the Councilmember or the member of a City Committee or Commission who is the subject of your complaint (this individual is referred to as the "Respondent"): [REDACTED]
- B. Please identify the section(s) or subsection(s) of the Code of Ethics (Article II) that you believe were violated by the Respondent:

Section D. Conflict of Interest; Subsection 1. Applications of Conflict of Interest, a. & b

- C. Please describe the facts supporting your allegation that the Respondent has violated the sections or subsections of the Code of Ethics (Article II) indicated above. If necessary, please attach additional pages. If other records exist that you believe support your allegation (e.g., emails or other documents), please attach them to this form as well.

Council Member [REDACTED] Violation of Article II.D.1.a.&b., Conflict of Interest

This complaint alleges Code of Ethics violations when councilmember [REDACTED] lobbied and voted in favor of [REDACTED] own appointment as Council-elected Mayor of Bainbridge Island during the City Council's January 9, 2024 meeting: Specifically that [REDACTED] took direct official actions on a matter [REDACTED] had both a substantial employment interest as well as a significant private financial interest. This is a violation of Article II.D.1.a. & b.

Article II Code of Ethics

D. Conflict of Interest – General

1. Applications of Conflict of Interest

Except as permitted in Subsections D.2 or D.3 below, a Councilmember or member of a City Committee or Commission shall not take any direct official action on a matter if they, or a member of their immediate family:

- a. Have any substantial direct or indirect contractual employment related to the matter;
- b. Have other significant financial or private interest in that matter (which includes serving on a Board of Directors for any organization but does not, for Councilmembers, include appointing members to the Salary Commission);

What has changed regarding the appointment of Mayors at the City of Bainbridge Island: A significant increase in the Mayor's salary

The position of Mayor at the City of Bainbridge Island receives a \$12,000 annual bonus over the standard \$36,000 yearly salary of other council members. Prior to 2021 the City's council-elected Mayor received an additional \$1,200 over the annual base salary of \$12,000 for council members. The current mayor's bonus salary represents a ten-fold increase over the previous amount prior to 2021. In comparison to the previous bonus the current \$12,000 bonus for the Mayor position constitutes a significant private employment and financial interest. Voting and arguing in favor of [REDACTED] own appointment to the position of Mayor were direct official actions by Council Member [REDACTED] that violate Article II.D.1.a. & b.

The recent changes in pay for council members and the council-elected Mayor were determined by the City's *Salary Commission* on April 12, 2021.

Evidence supporting my complaint.

During the Bainbridge Island City Council's 1/9/24 meeting they conducted a process to select a new Mayor to serve for the next 12 months. During that process Council Member [REDACTED] was nominated by Council Member [REDACTED] Council Member [REDACTED] then lobbied for and voted in favor of [REDACTED] own appointment as Mayor. The following is from Council Member [REDACTED] 3-minute speech starting at 31:04 during the 1/9/24 Council meeting:

"No disrespect for those who are employed. I mean, we all are in different scenarios of our life, but this is my sole professional responsibility, and I take it very seriously, so I do believe that whoever takes on the role of mayor should not farm it out, ah, should not do part of it. If we pick someone as mayor, whoever that is, they need to do the job as mayor, fully, and that that would be my expectation."

The job of Council-elected Mayor at the City of Bainbridge Island

In lobbying for the position of Mayor Council Member [REDACTED] declared the position required a full-time commitment that [REDACTED] is uniquely qualified to meet. Serving as council-elected mayor is neither a significantly more demanding job than serving as a regular council member nor is it a position [REDACTED] is uniquely qualified for. The primary skill needed by the Council-elected Mayor is to simply run a good meeting, something all of the current Council Members are clearly capable of.

Two kinds of Mayors in Washington State

In Washington State there are two kinds of Mayors: strong mayors and city council-elected mayors, also known as weak mayors. Bainbridge Island uses the city manager form of government in which the city council elects a mayor to perform limited duties. There's a big difference between these two types of mayors.

Strong Mayors

The powers and responsibilities of a strong mayor elected by the public are extensive and for a city the size of Bainbridge Island would constitute a full-time job. From **RCW 35A.12.100**:

“Duties and authority of the mayor—Veto—Tie-breaking vote.

“The mayor shall be the chief executive and administrative officer of the city, in charge of all departments and employees, with authority to designate assistants and department heads. The mayor may appoint and remove a chief administrative officer or assistant administrative officer, if so provided by ordinance or charter. He or she shall see that all laws and ordinances are faithfully enforced and that law and order is maintained in the city, and shall have general supervision of the administration of city government and all city interests. All official bonds and bonds of contractors with the city shall be submitted to the mayor or such person as he or she may designate for approval or disapproval. He or she shall see that all contracts and agreements made with the city or for its use and benefit are faithfully kept and performed, and to this end he or she may cause any legal proceedings to be instituted and prosecuted in the name of the city, subject to approval by majority vote of all members of the council. The mayor shall preside over all meetings of the city council, when present, but shall have a vote only in the case of a tie in the votes of the councilmembers with respect to matters other than the passage of any ordinance, grant, or revocation of franchise or license, or any resolution for the payment of money. He or she shall report to the council concerning the affairs of the city and its financial and other needs, and shall make recommendations for council consideration and action. He or she shall prepare and submit to the council a proposed budget, as required by chapter [35A.33](#) RCW. The mayor shall have the power to veto ordinances passed by the council and submitted to him or her as provided in RCW [35A.12.130](#) but such veto may be overridden by the vote of a majority of all councilmembers plus one more vote. The mayor shall be the official and ceremonial head of the city and shall represent the city on ceremonial occasions, except that when illness or other duties prevent the mayor's attendance at an official function and no mayor pro tempore has been appointed by the council, a member of the council or some other suitable person may be designated by the mayor to represent the city on such occasion.”

Council-elected Chair to be Mayor (Bainbridge Island’s form of government)

In contrast to a strong mayor, council elected mayors have limited powers and no administrative authority. They are essentially a glorified City Council Chair, sometimes referred to as a “fake mayor”. From **RCW 35A.13.030**:

“Biennially at the first meeting of the new council the members thereof shall choose a chair from among their number unless the chair is elected pursuant to RCW [35A.13.033](#). The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes and by the governor for purposes of military law. He or she shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order.”

Council Member [REDACTED] cites [REDACTED] roles on regional bodies as integral to being Mayor

During [REDACTED] pitch to be the next council-elected mayor Council Member [REDACTED] cited [REDACTED] work on regional bodies, such as the KRCC Executive Board. Like all council members, Council Member [REDACTED] serves on committees and boards representing the City and City Council. There is no requirement for the Mayor to take on more of these assignments than other members of the City Council. Whether appointed mayor, or not, there is no real significance associated with Council Member [REDACTED] assignments and [REDACTED] potential role as council-elected mayor.

Do Ethics Program exemptions apply?

Bainbridge Island's recent increase in the Mayor's pay bonus, from \$1,200 annually to \$12,000 annually, has elevated ten-fold the financial incentive associated with serving a term as Council-elected Mayor, to what is clearly a significant personal financial and employment interest. A council member's vote in favor of being appointed Mayor, and receiving this bonus, constitutes a direct official action in a matter of significant financial and employment interest to them personally. Are there any exemptions in the Ethics Program to allow this?

Article II.D.2. provides for exceptions for Councilmembers. From the Ethics Program, page 30:

“Subsection D.1 above shall not apply when a Councilmember:

- a. Is required to take or participate in an action based upon the rule of necessity;
- b. Acts as their own representative before the City Council, Hearing Examiner, or any other [redacted] City board, commission, or agency, provided that the individual does not also participate in any way in the deliberations or decision of the City Council, Hearing Examiner, or that board, commission, or agency related to that matter;
- c. Acquires an interest in bonds or other instruments of indebtedness issued by the City if acquired and held on the same terms available to the general public;
- d. Officially participates in the development and adoption of the City's budget; or establishes the pay or benefit plan of City officers, officials, or employees;
- e. Makes decisions on any legislation of general application unless these actions directly affect, or appear to affect, the official's or immediate family member's employment; or
- f. Serves on the governing body of an organization or entity as part of their official duties as a Councilmember of the City. “

Why none of these exemptions apply to CM [redacted] actions on 1/9/24

Re: a., the rule of necessity: Three members of the City Council were nominated for the Mayor position on 1/9/24. All three could have abstained from voting and left a quorum of council members to effectuate appointment of the next Mayor. There was no necessity for CM [redacted] to vote for [redacted]

Re: b., representing themselves: This exemption clearly states that it does not include a council member participating in a decision related them personally.

Re: c., instruments of indebtedness: Doesn't apply.

Re: d., City budget and pay for City officers, officials, or employees: Does not apply to who is selected as Mayor and how much they are paid. Pay for members of the City Council is determined solely by the *Salary Commission*, with no involvement by the City Council.

Re: e., employment: This exemption explicitly does not apply to an official or a family member's employment. It states that, “unless these actions directly affect, or appear to affect, the official's or immediate family member's employment”, implying that this exemption does not apply to matters of employment related to city council members.

Re: f., serving on a governing body: Doesn't apply.

The Mayor's bonus was set by the Salary Commission: Although, the City Council does not directly set its salary, the Code of Ethics prohibits City Council Members from taking direct substantive action in directing public funds to themselves regardless of the circumstances.

Summary

Lobbying by a “public servant” to receive additional public funds is not just evidence of poor taste but a poor reflection on community values. The Ethics Program provides no exemptions for council members voting themselves a \$12,000 salary increase. Council Member [REDACTED] violated Article II.D.1.a. & b. when he advocated, lobbied and voted, on 1/9/24 for [REDACTED] own appointment to the position of Mayor and an annual salary increase of 33%.

I certify under penalty of perjury under the laws of the State of Washington that the foregoing, including any additional pages or records attached by me, are true and correct.

Date: January 23, 2024

Place: Bainbridge Island, WA

[REDACTED]

At this point in the meeting, I am hereby calling for nominations from City Council for the position of Mayor as contemplated and authorized by RCW 35A.13.030. Each member of the Council may nominate one person from the council – no second is required.

COUNCILMEMBERS NOMINATE

Nominations are hereby closed.

The first Councilmember nominated was Councilmember _____

Councilmember _____do you wish to state anything before I ask the Council to vote?

All those in favor?

Against?

I would note for the record that Councilmember _____ has been unanimously chosen by the City Council to be Mayor. This position shall be effective through _____



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 9, 2024

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Appoint Mayor and Deputy Mayor,

SUMMARY: The City Council will appoint a Mayor and Deputy Mayor. Council will follow the process described below:

1. Call for nominations - each member may make a nomination
2. No second is required
3. Close the nominations
4. Vote on each nomination in the order the nominations are made
5. First to receive a majority vote is appointed by motion
6. No vote is taken on any remaining nominations after a member has secured a majority.

Attached is a description of the nomination process used by a previous Council.

AGENDA CATEGORY: Appointment

PROPOSED BY: City Council

RECOMMENDED MOTION: First Motion: I move to appoint _____ as Mayor for a term commencing January 9, 2024 and ending on December 31, 2024.

Second Motion: I move to appoint _____ as Deputy Mayor for a term commencing January 9, 2024 and ending June 30, 2024.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

Response by [REDACTED] to [REDACTED] January 23rd, 2024, Article II Ethics Complaint

1. Introduction

[REDACTED] alleges that a conflict of interest occurred during the January 9th, 2024, Council meeting on agenda item #3 “Appoint Mayor and Deputy Mayor”, when I spoke in favor of my nomination for Mayor, and when I voted for myself for the position of Mayor. The matter for the Ethics Board to consider is whether I did anything wrong under the Code of Ethics.

My response to the Board, which I explain in more detail below, is that I followed the Code. For what I (and the other members of Council) did that day was carry out our statutory duty to select a Mayor using well-established processes. I fully support [REDACTED] expressing [REDACTED] opinion, for that is [REDACTED] right to do so. But [REDACTED] is not entitled to [REDACTED] own set of facts. Distortion and omittance is rife in [REDACTED] complaint. I believe that reading my response and watching the tape of the meeting (which I encourage the Ethics Board to do) would allow a reasonable person to conclude that [REDACTED] complaint is absurd and without merit.

The details of my response are as follows:

2. The City Council is required under Washington State law to select a Mayor from amongst its members.

Under RCW 35A.13.030 (Mayor-Election-Chair to be mayor – Duties) the City Council of Bainbridge Island is required to pick a Mayor from amongst its members. The pertinent language in the statute is as follows:

Biennially at the first meeting of the new council the members thereof shall choose a chair from among their number unless the chair is elected pursuant to RCW 35A.13.033. The chair shall have the title of mayor and shall preside at meetings of the council.

3. The City Council has an established parliamentary process for the selection of its Mayor which allows for speaking to one’s nomination and voting for oneself.

Going into the meeting, two documents were provided in the agenda packet, neither of which were directed by me. The documents are provided below and included as attachments to this response. They formed the process for the Council to follow, and notably for this discussion, allow for Councilmembers to speak in favor of their nomination. In addition, Roberts Rules of Order, which we follow as a matter of parliamentary practice, allow for Councilmembers to vote for themselves.

Document #1: Agenda Item: Appoint Mayor and Deputy Mayor

Summary: The City Council will appoint a Mayor and Deputy Mayor. Council will follow the process described below:

1. *Call for nominations – each member may make a nomination.*
2. *No second is required.*
3. *Close the nominations.*
4. *Vote on each nomination in the order the nominations are made.*
5. *First to receive a majority vote is appointed by motion.*
6. *No vote is taken on any remaining nominations after a member has secured a majority.*

Attached is a description of the nomination process used by a previous Council.

Recommended Motion: First Motion: I move to appoint _____ as Mayor for a term commencing January 9, 2024, and ending on December 31, 2024.

Document #2: Nomination of Mayor Process

At this point in the meeting, I am hereby calling for nominations from City Council for the position of Mayor as contemplated and authorized by RCW 35A.13.030. Each member of the Council may nominate one person from the council – no second is required.

COUNCILMEMBERS NOMINATE

Nominations are hereby closed.

The first Councilmember nominated was Councilmember _____. Councilmember _____ do you wish to state anything before I ask the Council to vote?

All those in favor?

I would note for the record that Councilmember _____ has been chosen unanimously by the City Council to be Mayor. This position shall be effective through _____

During the meeting, three Councilmembers were nominated, [REDACTED] me, and [REDACTED] [REDACTED] As allowed in the process described above, each one of the nominees spoke in favor of their being selected as Mayor. In [REDACTED] complaint [REDACTED] objected to my reasons for being selected, an opinion that [REDACTED] is entitled to have. What I said was factually true, a matter that [REDACTED] did not dispute. Setting that point aside, what was said by me is not germane to the complaint. In addition to that distortion, [REDACTED] omitted the fact that the other two nominees also spoke in favor of themselves.

With respect to voting for oneself, I was within my rights to do so, being a voting member of the Council, just as the other nominees were within their rights when they voted for themselves (note that [REDACTED] omitted in [REDACTED] complaint the fact that the other two nominees voted for themselves). To support my position, I refer to long standing precedence, and to Roberts Rules of Order 12th Edition. Under section 45:5 “Voting on Questions Affecting Oneself”:

The rule on abstaining from voting on a question of direct personal interest does not mean that a member should not vote for [REDACTED] for an office or other position to which members generally are eligible, or should not vote when other members are included with him in a motion.

4. The Code of Ethics allows for exemptions when serving on a governing body as part of their official duties.

Under Article II of the Code of Ethics, under D.2.f. an exemption to a Conflicts of Interest occurring includes the circumstance where the Councilmember:

Serves on the governing body of an organization or entity as part of their official duties as a Councilmember of the City.

I believe that because I, and the rest of Council, were carrying out the requirements of RCW 35A.13.030 in selecting the Mayor, and that I, and the other two nominees, were acting in accordance with accepted processes in doing so, that we were operating within this exemption.

Lastly, it is pertinent to include in this response that, in terms of the salary paid to Councilmembers and the Mayor, that decision was rightfully made by the Salary Commission. No Councilmember, me included, has any say in how much is paid for the positions we hold, Councilmember or Mayor. To level an Ethics Complaint against me for being paid a salary determined not by me but by a citizen committee has no principled justification.

5. Conclusion

The facts are clear, I did nothing wrong. The City Council selected its Mayor from amongst its members in accordance with state law. The process for selection allows nominees to speak in favor of themselves. And, under long-standing precedence and Roberts Rules of Order, a voting member of a group can vote for themselves. The Code of Ethics allows for what I and the other nominees did under section D.2.f. This is all a very good thing, because the alternative, to agree with [REDACTED] would result in a government being functionally unable to carry out its work.

City of Bainbridge Island Ethics Board 2023 Annual Report and 2024 Workplan

February 2024

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 2023, the Ethics Board received no new complaints, however in late 2022 a complaint was received. This complaint, numbered EB 2023 01, was reviewed, discussed and dismissed by the EB at the March 20, 2023 regular meeting. Dismissal was under Article III. B. 8. subsection c.

Another, incomplete complaint was received in early 2023. Attempts by EB Chair Cash requesting the complainant to complete the form and provide missing information were unanswered. Therefore, this incomplete complaint was not assigned a number and retired.

The three previously reported complaints, referenced in the 2022 Annual Report, which are all related to each other, have been deferred while the Board continues to await a ruling in related litigation.

II. Ethics Board Members

The Board is presently operating with three members who are serving the second years of their initial terms; Rosemary Hollinger, Donna Davison and Rafael Escandon. Ms. Davison, Dr. Escandon and Ms. Hollinger have all served 6-month terms as Deputy Board Chair, and Dr. Escandon was appointed to a 12-month term as Board Chair from July 2023 – June 2024.

Mr. Mallon and Mr. Woodruff’s terms expire in June of 2024 and Ms. Keating’s and Mr. Cash’s terms expired in June of 2023. The Ethics Board is appreciative that Ms. Keating and Mr. Cash have continued to serve on the Ethics Board throughout the completion of the 2023 calendar year, beyond the expiration of their terms in lieu of appointment of replacement applicants.

III. Changes to the Ethics Program

No specific changes to the ethics program were recommended by the EB in 2023.

IV. Requests and Recommendations

A. Training

In 2023, the Board completed generation of recorded training content and distributed to relevant COBI Boards and Committees as presented in the plans presented to Council in 2022. This included the plan for conducting training and the Board's educational duties under the Ethics Program.

The training was structured and completed as follows:

1. A remote, Zoom-based training and informational session for City Council was completed on 2/28/2023.
2. Remote/Zoom-based and in-person training and informational sessions open to the public and all members of City Committees and Commissions. A member of the EB attended the 8/24/2023 Planning Commission meeting in-person at the Commission's request to address questions on the ethics training materials.
3. A recording of the June 06, 2023 training presentation and the related materials posted and available for review on the City's Ethics Board Web Page, under the "Resources" Section, available [here](#).
4. Update documentation and training program as applicable to reflect appropriate Ethics Code changes and effective dates.

B. Statutes of Limitations or Expiration of Complaints

The Board recommends the City Council consider some type of Statute of Limitations or expiration in cases where Ethics Complaints referencing individuals or actions who are either no longer with the City Council or Committee/Commission after a period of 12 months (or longer) from event(s) referenced in the complaint. The aforementioned recommendation along with assurance of consistent and proper training should reduce the number of

complaints. Similarly, when recourse or redress is not an option and provides no educational benefit, such a reduction may aid the EB in maintaining focus on the most contemporaneous and relevant complaints.

C. Statutes of Limitations or Expiration of Complaints

Similarly, the Board also recommends the City Council establish an additional Statute of Limitations on the date(s) by which complaints may be filed against prior actions. In the past, the Board has received complaints regarding actions which took place years prior to the complaint being filed. The Board, in its interpretation of the Ethics Program, had no choice but to review the complaint, despite the Board's inability to discern certain salient points because of the elapsed time and Council/Committee turnover.

By placing a limit of time on both of these instances, the City Council would emphasize the educational aspects over the political or punitive possibilities which may emerge without such adoption.

D. Ethics Training Mandatory

The Board recommends continuation of mandatory Ethics Program training for all members of all Committees/Commissions/Boards and Task Forces appointed by City Council and for all City Council members. Members must complete the training along with follow-ups on an annual basis. City Staff may assist in tracking those members which have completed training and inform those still are required to complete the training.

E. Timely Placement and Public Access to Key Documents

The Board recommends a timely review and placement of important documents (eg; the 2022 Annual Report/2023 Work Plan) into the public's view (eg hyperlinked into the EB's public archive) allowing full transparency to the public on work completed and planned activities for the current year.

F. Addition of Young Adult 1-Year Membership(s)/EB Rotations

Implement a program allowing 1-year EB membership terms for young adults (roughly high-school, undergraduate age: ~ 16 to 22 years) to allow exposure to municipal volunteer service.

V. Work Plan for 2024

- A. Assist City Council by encouraging application, consideration, interview and confirmation of qualified persons for replacement (if appropriate) of the (currently two) Ethics Board members who are generously continuing to volunteer their service beyond completion of their terms in June 2023. Additionally, assist with interview and confirmation of qualified applicants for the two current members whose terms complete in June 2024.
- B. Design any appropriate updates to the Ethics Program during the 2024 term based on experience in application of the Ethics Code and provide such suggested updates to BI City Council.
- C. With the assistance of City Staff, ensure that all appropriate individuals have received Ethics Program training. Ensure that all new members are trained as soon as possible, perhaps at the same time or near the OPM training.
- D. Provide Q&A support relating Ethics Code training for Councilmembers if requested and be available for questions from any members of Committees and Commissions, after each has reviewed the archived (video) training content on the COBI Ethics Board website.
- E. Increase public exposure to the existence of the Ethics Board/Ethics Program, its membership and function at times during the 2024 calendar year through outreach. This may be achieved by having member(s) available at scheduled times at the community farmer's market, the moonlight market, the national night out and other community events, as availability dictates.
- F. Continue to refine and clarify aspects of the Ethics Program as an educational resource that maintains the public trust and provides transparency to the process of Government operations to the residents of Bainbridge Island. This may include education on methods of how to apply elements of the Ethics Program in hypothetical cases.
- G. Continue to respond to official ethics complaints and inquiries for advisory opinions in adherence to the Ethics Program.