**COBI ETHICS BOARD**
Regular Business Meeting
Monday, November 18, 2024, 6:30 PM
In-person and via Zoom

**Minutes**

1. **CALL TO ORDER/ROLL CALL-6:30 PM**
   Present: Doña Keating (Chair), Rafael Escandon, Donna Davison, Rosemary Hollinger, Mark Markuly, Hildja Saas, Drew Pollom (Counsel), Peggy Nimb (City Staff)
   Absent: Karen Anderson (Deputy Chair)

2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE** (1:12)

   **MOTION:** Donna Davison **SECOND:** Hildja Saas Passed Unanimously

   No conflicts of interest disclosed.

3. **PUBLIC COMMENT** - None received. (1:18)

   **3.A Instructions for Providing Public Comment** (1:52, 3:49)

4. **REGULAR BUSINESS** (3:39)

   **4.A Approval of Minutes** (3:57) October 21, 2024 Regular Meeting Minutes

   **MOTION:** Donna Davison **SECOND:** Rafael Escandon Passed Unanimously

**4.B Update: Outreach Opportunities** (4:26)
Discussion about outreach opportunities at BARN's podcast, The B.I. STANDER podcast, and the possibility of using the City's YouTube channel to post case studies or discuss board roles and responsibilities.

**4.C Review Status of Pending Complaints** (12:08) None. 9th Circuit has not scheduled oral arguments in the appeal.

**4.D Update: November 12 City Council Meeting re Recommended Changes to Ethics Code** (12:54) The recommendations of the Ethics Board regarding the city's ethics program were accepted, and the City Council instructed the staff to prepare amendments to the ethics program incorporating our recommendations. They instructed the staff to bring revisions incorporating the recommendations to a future City Council meeting for a vote. This proposal was passed by the City Council.

**4.E Update: 2024 Annual Report and 2025 Work Plan** (14:03)
Ms. Davison suggested amending the first bullet of the Annual Report under Training to read that notices of ethics training sessions would be sent to all current members of City advisory committees, commissions and boards.

**4.F Update: Training Subcommittee** (14:46, 17:46)
Discussion about what is possible per Ethics Board roles and responsibilities versus what would be ideal in terms of the training program. A short survey (3 or so questions) to Committee or Board chairpersons was proposed as being a practical solution and a way to start a conversation about what the different bodies were encountering or in the area of ethics. The Training Sub-committee will return to the Board as a whole with a survey and other recommendations.

A discussion about rolling meetings and the Open Meetings requirements followed. Drew highlighted a best practice regarding how to avoid having an email chain in violation of open meetings requirements.

**5. NEW BUSINESS** (34:38)

**5.A City Advisory Group Chairs and Liaisons Meeting** (34:38)

- **Recording**
- **PowerPoint Presentation**

**5.B Consider New Ethics Board Meeting Date** (47:52)

Deferred to the December 16, 2024 meeting.

**6. AGENDA FOR NEXT MEETING** (50:49)

All existing items, except 4.D and 5.A.

**7. NEXT MEETING DATE** (51:27): December 16, 2024

**8. ADJOURNMENT - 7:22 PM**

**MOTION:** Mark Markuly **SECOND:** Rafael Escandon Passed Unanimously

/s/ 1/7/2025

Doña Keating, Chair Date