

TO: City Council
FROM: Mike Scott
RE: **September 21, 2015 Ethics Board Meeting Notes**

Present: Joe Deets, Ingrid Billies, Judith Tingley, Dennis Willerford, Susan Buckles. Also present: Mike Scott and Lisa Marshall.

1. The meeting was called to order at 6:30pm and adjourned at 8:00pm.
2. Communications: Joe reported that he met with Doug Schulze and Lisa Marshall on August 26 to discuss activities and plans of the Ethics Board. Joe asked Doug about ethics education for City staff (in addition to Council, Committee, and Board members), and Doug was supportive of the idea. Judith reported that she lives on South Beach. South Beach water has been taken over by Kitsap Public Utility. She recently received a letter from KPUD regarding lack of maintenance by the previous owner, and a neighbor asked about potential conflict of interest concerning a Councilmember connected to the previous owner. Dennis reported that there had been a previous ethics issue raised. The Ethics Board determined that there had not been a material conflict of interest, and the issue was not under the jurisdiction of the Ethics Board.
3. There was no public comment.
4. City Attorney Lisa Marshall discussed the Open Public Meetings Act and the Public Records Act as they apply to the Ethics Board.
5. Education Sub-Committee: Judith and Ingrid circulated a proposal for a possible needs assessment. The proposal is to assess needs, desires, concerns before developing educational materials. The Board's discussion of the proposal included review of a draft mission and vision statement for the Board. The Board's consensus was not to conduct a needs assessment at this time, but to use the mission and vision statement as the starting point for a work plan for the Board for 2016. The Board also discussed a framework for educational activities of the Board. The Sub-Committee will try to have written training materials available for review at the next Board meeting.
6. The next meeting of the Board will be on October 19, 2015 at 6:30 p.m. at City Hall.

Respectfully submitted,
Mike Scott
Ethics Board Liaison