

**Board of Ethics  
Regular Meeting  
July 27, 2023**

**ATTENDANCE:** Michael Church, Patricia Agudow, Pat Toni, Lori Torrano

**STAFF:** Attorney Brian Candela, Associate Corporation Counsel

**1. CALL TO ORDER**

Brian Candela called the meeting to order at 7:08 pm. A quorum was present.

**2. NEW INTRODUCTION**

None

**3. PUBLIC PARTICIPATION**

None

**4. ACCEPTANCE OF MINUTES**

- APRIL 27, 2023 – Amend Other Business to include “Ms. Agudow sent an extended summary concerning the League of Women Voter’s event.

**\*\*MS. TORRANO MOVED TO ACCEPT THE MINUTES AS AMENDED**

**\*\*MR. CHURCH SECONDED THE MOTION**

**\*\*THE MOTION PASSED UNANIMOUSLY**

**5. OLD BUSINESS**

Continued discussion on Board of Ethics’ draft slides for power point presentation regarding education and training programs.

Mr. Candela summarized that the Board has completed edits of slides for the following sections of the Code of Ethics:

32-1 Title; Administration

Previously discussed – Agreed On

32-2 Declaration of Policy

Previously discussed – Agreed On

32-3 Definitions – Previously Discussed -Agreed On

Ms. Agudown noted there was discussion at a charter revision meeting regarding the code of ethics to expand scope to be all inclusive, examples of unwanted behavior, and expansion of who needs to take

the training. Mr. Candela read the “Employee” definition. The consensus was it incorporates all the people employed and people employed by contract. The commission will wait to see what the Charter Revision comes up with.

### 32.7 Prohibited Use of Influence and Information

Previously discussed – Agreed On

### 32.8 Prohibited Gifts

Previously discussed – Agreed On

### 32.9 Specific Violations

Previously discussed with recommendations. – Revisit

- This section of the Code of Ethics discusses specific violations. If you have any questions about a specific violation, please see Section 32-9 of the Code of Ethics.

Discussion took place to add examples by Ms. Agudow & Ms. Toni. Ms. Torrano noted this is a power point presentation representing an overview with the expectation of a more in-depth training which would include examples and case studies. Mr. Candela summarized the committee revamped the entire code and the citizens guide as part of the concern was to make sure the people who work, elected, or appointed know the Code of Ethics exists; and they have a general idea of what it is about. The power point presentation is a good starting point.

Mr. Candela will prepare a list of what sections we have an agreement on and what sections we do not.

### 32.10 – Negotiation of Future Employment

Previously Discussed – Agreed On

### 32.11 – Subsequent Employment

Previously Discussed – Agreed On

### 32-14 – Time Limit on Complaints

Previously Discussed – Agreed On

### 32-15 – Proposed Revisions

Previously Discussed – Agreed On

### 32-16 – Incurring of Costs by Board of Ethics; Staff

Previously Discussed – Agreed On

Mr. Church noted previous feedback regarding below, we have previously requested an annual appropriation and there will be no line item but a budget on an as needed basis. It was noted that the word shall is consistent with the Board of Ethics Document.

- The Board of Ethics shall seek an annual appropriation to be used to cover such costs during the year and may also seek increased appropriations, if necessary to carry out its responsibilities.

32-17 – Representation of Respondent by the City  
Previously Discussed – Agreed On

32-18 – Effective Date – Agreed On previously.

32-5 – Prohibited Representation – Agreed On  
Discussion took place to capitalize definitional terms.

32-6 – Prohibited use of City Property and Facilities – Agreed on  
Discussion took place to capitalize definitional terms.

**\*\*Mr. Candela asked committee members to voice if in favor of making changes regarding definitional terms.**

**\*\* UNANIMOUS ALL IN FAVOR**

32-12 - Organization and Duties of the Board of Ethics – Ethics Complaint Procedure – In Review  
Mr. Candela recommended adding flow charts to the back of the power point presentation prepared by Kara.

32-4 - Conflicts of Interest – In Review  
Mr. Candela noted the legal intern prepared this.

32-9 – In Review

The committee will review 32-12, 32-4, and 32-9 and discuss at next meeting. Mr. Candela will send members the updated versions of agreed upon and not agreed upon. He will also send the proposed versions for review and recommendations and the flow charts for 32-12. Mr. Church noted the last updated version emailed was on July 17, 2023. He recommended focusing on 32-12 for the next meeting only and 32-4 the following meeting as these sections are in depth.

## **5. NEW BUSINESS**

No new business.

## **6. EXECUTIVE SESSION**

No executive session

## **8. ADJOURNMENT**

**\*\*MS. TORRANO MOVED TO ADJOURN THE MEETING**

**\*\*MS. TONI SECONDED THE MOTION**

**\*\*MOTION APPROVED UNANIMOUSLY**

The meeting was adjourned at 7:58 pm.

Respectfully Submitted,  
Michele Watson  
Telesco Secretarial Services