

**ETHICS ADVISORY COMMISSION TRAINING
MINUTES
July 20, 2001**

Members Present: Daniel Perez, Chair
Calvin Bluiett
Jim Clark
Carmen Garcia
Gloria Tarpley

Members Absent: Rebecca B. Bergstresser
Frederick Haynes, III

Staff Present: Shirley Acy, City Secretary
Deborah Watkins, Assistant City Secretary
Jesus Toscano, City Attorney's Office
Lisa Christopherson, City Attorney's Office
Gwen Satterthwaithe, City Attorney's Office
Debbie Brown, City Secretary's Office
Michelle M. Calloway, City Secretary's Office
Yolanda Hernandez, City Secretary's Office

Meeting called to order at 9:13 a.m. Ms. Acy briefly went over the contents of the training book. She advised them that Mr. Perez could appoint any member as a vice-chair, since the council has not made that appointment yet.

The commission discussed establishing policies and procedures to use when hearing complaints they have received. They discussed the 21-day deadline after receipt of a complaint. The city attorney advised it was within the guidelines of the code to delay action on a complaint beyond that time period.

The commission was advised by the city attorney not to use electronic mail or faxes between themselves to make determinations regarding policy matters that are under their jurisdiction. They were instructed to use the city secretary's office staff for distribution.

The meeting adjourned to go into closed session at 9:31a.m.

Meeting called to open session at 11:10 a.m. for a break. Meeting called to order at 11:20 a.m.

Mr. Perez entertained options for potential future meeting dates and times. The board tentatively decided on the third Friday of every month at 9 a.m. for 2 hours. The members scheduled the next Ethics Advisory Commission for Friday, August 17, 9 a.m.

The city attorney advised that the members can listen to the open session tapes, but not the executive session tapes.

The panel chair will be responsible for choosing the meeting time and calling those meetings.

Mr. Perez requested that the proposed complaint form be discussed, ruled on, and voted on at the next meeting. He asked that the city secretary's office distribute the form with any proposed revisions prior to the next meeting. Mr. Perez also requested that any modifications or implementations to the code be discussed at the next meeting. Mr. Bluiett would like to establish consistent policies and procedures for panel meetings to streamline the process. The city secretary directed them to follow the guidelines set in the code. Mr. Perez agreed and asked that it be placed on the agenda.

Commissioner Tarpley wanted to vote on the July 13 preliminary panel decision to continue their complaint. The city attorney advised that they could not vote on this since it was not posted on their agenda. They also advised that they had ruled on it at the previous meeting. The city attorney advised that they could post it on the August 17 agenda to ratify the extension. Mr. Perez said he believed they had the inherent authority to continue the complaint since they were within the 45 days of his receipt of the complaint.

Mr. Perez asked that we use his office address for all future correspondence. He asked all members to provide a preferred address to the city secretary's office.

Mr. Clark mentioned he would like to have a future open meeting on ethics from a professional ethicist to discuss potential and real conflicts of interest. Mr. Perez felt there are many different types of conflicts and he will look to the city attorney for advice when questions arise. Commissioner Tarpley said it might be a good idea to hear from a professional ethicist when they are on a specific hearing. Mr. Clark said the cost would be complementary.

Meeting adjourned at 11:55 a.m.