

**ETHICS ADVISORY COMMISSION
PRELIMINARY PANEL
MINUTES
May 8, 2003, Room 6ES**

Members Present: Calvin Bluiett, Chair
Rebecca B. Bergstresser
Jim Clark

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
Yolanda Hernandez, City Secretary's Office
Michelle M. Calloway, City Secretary's Office
Debbie Brown, City Secretary's Office

Meeting called to order at 9:02 a.m.

The panel reviewed the complaint brought by Robert Allen Gwinn, Jr. against city employee Yolanda Lara regarding improper use of city equipment; the response submitted by Ms. Lara and materials filed in the City Secretary's Office.

Commissioner Clark moved to go into executive session. Motion seconded by Commissioner Bergstresser. Chairman Bluiett called a recess at 9:04 a.m. under Section 551.071 of the Texas Government Code (Open Meetings Act) to seek legal advice from the city attorney.

Following the executive session, the preliminary panel reconvened in open session at 9:34 a.m. Commissioner Clark moved to continue the discussion until after a briefing to the full Ethics Advisory Commission by City Attorney Madeleine Johnson on May 16, 2003 regarding the memorandum written to Daniel Perez, Chair of the Ethics Advisory Commission and City Manager Ted Benavides regarding political activity by city employees and to discuss the necessity of using the form provided by the city secretary's office to file complaints. Motion seconded by Commissioner Bergstresser and unanimously adopted.

Commissioner Bergstresser moved to discuss at the May 16 meeting the process by which complaints arrive at the preliminary panel level. Motion seconded by Commissioner Clark.

After all discussions, Chair Bluiett called for a motion to adjourn. Commissioner Clark moved to adjourn the meeting. Commissioner Bergstresser seconded the motion. Motion unanimously adopted.

The meeting adjourned at 9:54 am.