

# COBI ETHICS BOARD

Special Meeting

Tuesday, January 7, 2025

In-person and via Zoom

## Minutes

### 1. CALL TO ORDER/ROLL CALL—6:30 PM

Present: Doña Keating (Chair), Karen Anderson (Deputy Chair), Rafael Escandon, Donna Davison, Hildja Saas, Drew Pollom (Counsel), and Peggy Nimb (City Staff).

Absent: Rosemary Hollinger, Mark Markuly

### 2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE (:45)

The agenda was inadvertently not approved, but the meeting proceeded as planned. No conflicts of interest disclosed.

### 3. PUBLIC COMMENT – None received. (1:44)

#### 3.A Instructions for Providing Public Comment

### 4. REGULAR BUSINESS (3:19)

#### 4.A Approval of Minutes (3:22)

November 18, 2024 Regular Meeting Minutes

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

December 16, 2024 Regular Meeting Minutes

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

**4.B Update: Outreach Opportunities (5:58)** – Board discussed attorney-reviewed Podcast Outline. The document will be sent to podcast hosts for input, then return to Board for approval.

**4.C Review Status of Pending Complaints (9:24)** - Three Complaints remain on hold due to recent U.S. Court of Appeals filing. No additional complaints.

**4.D Update: Training Subcommittee (12:34)** – Discussion on the 2025 Proposed Development Plan. The subcommittee will provide a survey instrument and case studies by the February meeting. Board counsel has offered to assist and review the case studies. The City Council is tentatively set to review and approve all Advisory Group annual reports on March 18.

### 5. NEW BUSINESS (39:48)

#### 5.A Nominate and Appoint Deputy Chair

Hildja nominated to serve a six-month term, commencing January 2025.

**MOTION:** Dona Keating **SECOND:** Rafael Escandon Passed Unanimously

**6. AGENDA FOR NEXT MEETING (47:18)**

All existing items, except 5.A.

**7. NEXT MEETING DATE: Wednesday, February 12, 2025, at 6:30 pm.**

**8. GOOD OF THE ORDER (48:32)** – Deputy Chair Anderson reflected on her six-month term in the role. Chair Keating noted that Ms. Anderson’s work during her first board term was used to develop the training PowerPoint, including the original flowchart(s).

**9. ADJOURNMENT - 7:20 PM (49:59)**

**MOTION:** Karen Anderson    **SECOND:** Donna Davison    Passed Unanimously

\_\_\_\_\_/s/\_\_\_\_\_  
Doña Keating, Chair                      02/12/2025  
Date