

**COBI ETHICS BOARD**  
Regular Meeting  
Wednesday, March 12, 2025  
In-person and via Zoom

**Minutes**

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

Present: Doña Keating (Chair), Hildja Saas (Deputy Chair – 6:33pm), Karen Anderson, Rafael Escandon, Rosemary Hollinger, Donna Davison, Drew Pollom (Counsel), and Peggy Nimb (City Staff).

**2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE (:46)**

Approval of March 12, 2025 Agenda

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

No conflicts of interest disclosed.

**3. PUBLIC COMMENT – None received. (1:25)**

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

**4. REGULAR BUSINESS (4:22)**

**4.A Approval of Minutes**

February 12, 2025 Regular Meeting Minutes

**MOTION:** Rosemary Hollinger **SECOND:** Rafael Escandon Passed Unanimously

**4.B Update: Outreach Opportunities (4:59)** – Chair Keating and Dr. Escandon shared their experience recording the BARN podcast. The Board discussed the City’s updated plans for youth engagement in local government and the importance of participation by the Board since it doesn’t have a Council liaison.

Approval of Board Outreach to City for Participation in Youth Engagement Event

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

**4.C Review Status of Pending Complaints (13:00)** - Three Complaints remain on hold due to recent U.S. Court of Appeals filing. No additional complaints.

**4.D Update: Training Subcommittee (13:11)** – The Board reviewed the PowerPoint draft and agreed to add a slide summarising existing and proposed changes, along with flowcharts for Advisory Opinions and Waivers.

Ms. Nimb reported that the survey had been distributed to Advisory Group chairs and members via staff liaisons. The Board asked her to request responses by the end of March to allow time for review and updates to training materials.

The Board also directed Ms. Nimb to request Council chamber time by late April for two members to record the initial training session, and to begin scheduling a training session during an upcoming City Council meeting, contingent on Council approval of the Resolution and related Board recommendations.

Lastly, the Board discussed drafting updates to the Article I and II Complaint Forms and revising content on the Ethics Board webpage (Complaints, Advisory Opinions, & Waivers) to reflect recent Code changes, including anonymity provisions, the statute of limitations, and the City Manager's new authority to request Advisory Opinions.

## **5. NEW BUSINESS (35:09)**

### **5.A Board Member Resignation & Acknowledgment of Service**

Chair Keating announced that Mark Markuly had tendered his resignation and thanked him for his service. A City certificate of appreciation was presented, and other members also expressed their gratitude. The Board briefly discussed the upcoming June 2025 term expirations for three members.

## **6. AGENDA FOR NEXT MEETING (37:02)**

All existing items, except 5.A. An agenda item will be added to discuss the process for board vacancies, including application, interviews, and selection.

## **7. NEXT MEETING DATE: Wednesday, April 9, 2025, at 6:30 pm.**

**8. GOOD OF THE ORDER (40:23)** – Chair Keating noted that Advisory Groups are scheduled to present their Annual Reports and Work Plans at the March 18 City Council Study Session. Ms. Nimb added that Council will vote to formally accept them at a future regular meeting.

## **9. ADJOURNMENT - 7:12 PM (42:20)**

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

/s/

04/09/2025

---

Doña Keating, Chair

Date