

# **COBI ETHICS BOARD**

Regular Meeting  
Wednesday, April 9, 2025  
In-person and via Zoom

## **Minutes**

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

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

### **2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**

Approval of April 9, 2025 Agenda

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

No conflicts of interest disclosed.

### **3. PUBLIC COMMENT – None received.**

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

### **4. REGULAR BUSINESS**

#### **4.A Approval of Minutes**

March 12, 2025 Regular Meeting Minutes

**MOTION:** Hildja Saas **SECOND:** Donna Davison Passed Unanimously

**4.B Update: Outreach Opportunities** – Chair Keating provided an update on the status of the podcast upload to the BARN website, which will allow the City to include a link in its materials and on its website.

The Board discussed participation in the upcoming Farmers Market. Ms. Nimb will circulate a Doodle poll for members to indicate their availability on open dates.

The Board also discussed placing a sign at the booth with a QR code linking to the Ethics Board webpage.

Chair Keating noted that, as of this meeting, there has been no response from the City regarding her email requesting Ethics Board involvement in planning the youth engagement event.

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

**4.D Update: Training Subcommittee** – Ms. Nimb reported that seven survey responses had been received, most of them from members of the Climate Change Advisory Committee. The Board discussed extending the deadline by two weeks to allow additional Advisory Groups and City Council members time to respond. A spreadsheet will be sent to the Board for review, discussion, and potential revisions to the training materials.

Updated training slides were reviewed, and no further edits or corrections were suggested. A vote will be taken once the survey responses are complete and City Council votes to approve the Resolution referencing changes to the Code.

The Board reviewed proposed updates to the Ethics Board page on the City’s website, as well as revisions to the Complaint Forms for Article I and Article II and the Advisory Opinion Request Form.

Approval of Forms and Website Updates (contingent on final City Council approval of the relevant Resolutions)

**MOTION:** Doña Keating                      **SECOND:** Donna Davison                      Passed Unanimously

Chair Keating reminded the Board that City Council has not yet scheduled a meeting to vote on the Resolution adopting recommended changes to the Code from prior Annual Reports and Work Plans. As a result, training sessions cannot be scheduled. She will email the Mayor and Deputy Mayor to request that this item be added to an upcoming Council agenda.

The Board discussed the remaining tasks of the Training Subcommittee. Chair Keating noted that most of the work had been completed and recommended sunsetting the subcommittee.

Sunset the Training Subcommittee

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

## **5. NEW BUSINESS**

**5.A March 18 City Council Study Session** - The Board discussed a statute of limitations question raised during the session and affirmed that the applicable timeframe begins on the date the violation occurred, not the date it was discovered. In light of the two-year timeline outlined in the Code regarding conflicts of interest, the Board also expressed a willingness to extend its one-year recommendation to two years for consistency, should City Council request such consideration.

**5.B Board Vacancy and Term Expirations: Application, Selection, and Interview Process** - Mayor Mathews and City Councilmembers Moriwaki and Deets will be reviewing and selecting candidates for interviewing.

**5.C COBI Website Refresh** - Online community survey was mentioned, and Board encouraged to provide feedback.

**5.D Operating Rules** - The meeting date in Section 2.D. needed to be updated to reflect the second Wednesday of each month.

**6. AGENDA FOR NEXT MEETING** - All existing items, except items under new business. Training updates will now be general and not per subcommittee work.

**7. NEXT MEETING DATE: Wednesday, May 14, 2025, at 6:30 pm.** Board counsel will be substituted due to Mr. Pollom's absence.

**8. GOOD OF THE ORDER** – Chair Keating and Mr. Pollom again addressed OPMA mindfulness when communicating via email. The Board was asked to RSVP for the May 7 Volunteer Appreciation event, and a Doodle will be sent in order to schedule a group photo via Zoom.

**9. ADJOURNMENT - 7:16 PM**

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

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Doña Keating, Chair

June 17, 2025

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Date