

COBI ETHICS BOARD
Regular Meeting
Wednesday, June 11, 2025
In-person and via Zoom

Minutes

1. CALL TO ORDER/ROLL CALL—6:37 PM

Present: Rafael Escandon, Rosemary Hollinger, Donna Davison, Drew Pollom (Counsel), and Marlene Schubert (City Staff) present at opening of the meeting.

Note:

- Meeting initially paused due to absence of quorum, however Karen Anderson joined at 6:39pm, completing a quorum.
- Meeting was thus initiated with Rafael Escandon as (immediate past chair) acting as interim chair (due to absence of current Chair and Deputy Chair) via motion from Donna Davison, seconded by Karen Anderson and passed with 3 in favor and one abstention (Rafael Escandon).
- Doña Keating, Current Ethics Board Chair had messaged Rafael to inform of an issue preventing her participation at meeting initiation, however was able to join the meeting and take over as current Chair by joining the meeting at 6:55pm.

2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Approval of June 11, 2025 Agenda

MOTION: Rosemary Hollinger **SECOND:** Donna Davison - 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

April 9, 2025 Regular Meeting Minutes (amended)

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

May 14, 2025 Regular Meeting Minutes

MOTION: Karen Anderson **SECOND:** Rosemary Hollinger Passed Unanimously

4.B Update: Outreach Opportunities – Rafael Escandon provided an update on the BI Farmer’s Market attendance by Chair Keating and himself on Saturday May 24. Summary

positive experience for this outreach opportunity to the community to increase awareness of the Ethics Board and our work.

4.C Review Status of Pending Complaints - Three Complaints remain on hold due to recent U.S. Court of Appeals filing. No additional complaints. Drew Pollum updated the board that oral arguments were held at the Ninth Circuit during the week of June 2. Arguments were limited to 15 minutes per party and the hope is that a decision will be issued relatively soon, however it is difficult to predict timing and further updates will be made accordingly. Drew also shared the basics of the judicial process at this stage.

4.D Update: Training Subcommittee – A motion was made by Karen Anderson to table discussion of item 4D until the July meeting, in the chair’s absence. Seconded by Donna Davison and passed unanimously.

5. NEW BUSINESS

5.A Service Awards/Acknowledgments and certificates for

- Hildja Saas (service as board member and Deputy Chair)
- Rosemary Hollinger (3Y of service on EB)
- Donna Davison (3Y of service on EB)

Board Vacancy and Term Expirations: - As noted above, Rosemary Hollinger, Donna Davison and Rafael Escandon complete their 3-year terms on the Ethics Board at end June, 2025. Rafael Escandon has applied for a second 3Y term and was informed of re-appointment, by the Board chair at this meeting.

Mayor Mathews and City Councilmembers Moriwaki and Deets will be continuing to review and selecting candidates for interviewing on an ongoing basis, as with two term expirations and two resignations in the past year, EB Board positions 4, 5 and 7 are vacant.

5.B Appointment of New EB Chair for 12 month term:

MOTION: Karen Anderson nominated Doña Keating to serve another 12-month term as EB Chair. **Seconded by:** Rafael Escandon. Unanimously passed; and Doña kindly agreed.

5.C Appointment of Deputy Chair for 6-month term:

MOTION nominating Rafael Escandon for Deputy Chair: Karen Anderson

SECOND: Rosemary Hollinger. Passed Unanimously; and Rafael kindly agreed.

5.D Ethics Code Recommendations – In the most recent City Council Meeting minutes, an action by council was to return to the Ethics Board to consider the following: 1) A proposal to prohibit the period of acceptance of complaints to the period that elected officials are in office. 2) The EB should discuss timing of complaints (eg; must be received within 12 months of knowledge of [alleged] incident) vs, for example, 2Y since event occurrence. 3) The EB should discuss how changes to the city code may affect the Code of Ethics; how to ensure and maintain parity between city code and the Code of Ethics and that any changes are made and tracked according to a process that includes appropriate member(s) of the EB. 4) A desire by the EB to

ensure that references to the EB's purpose, function and output are correctly perceived and characterized within city employees, boards and committees and council.

MOTION from Rafael Escandon: A communication to city council to be developed by EB to address items 1-4 above, making recommendations and clarifications where requested and/or required. **SECOND:** Karen Anderson. Passed Unanimously.

6. AGENDA FOR NEXT MEETING - All existing items, except items 5A, B and C from the June agenda will be included in the July meeting's agenda. under new business. Training updates will now be general and not per subcommittee work.

7. NEXT MEETING DATE: Wednesday, July 9, 2025, at 6:30 pm.

8. GOOD OF THE ORDER – Chair Keating and members expressed gratitude for Rosemary's Donna's and Hilja's service on the EB.

9. ADJOURNMENT - 7:36 PM

MOTION: Rafael Escandon **SECOND:** Karen Anderson Passed Unanimously

_____/s/_____/_____/9/8/2025_____
Doña Keating, Chair Date