

COBI ETHICS BOARD
Regular Meeting
Monday, November 10, 2025
In-person and via Zoom

Minutes

1. CALL TO ORDER/ROLL CALL—6:30 PM

Present: Doña Keating (Chair), Rafael Escandon (Dep Chair), Eve Sherling, Turner Vail, Drew Pollum (Counsel), and Peggy Nimb (City Staff) all present at opening of the meeting. Karen Anderson joined at 6:35 via Zoom.

2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Approval of November 10, 2025 Agenda (*with adjustment*)

MOTION: Rafael Escandon; **SECOND:** Turner Vail - **Passed Unanimously**

No conflicts of interest disclosed by any members.

3. PUBLIC COMMENT

3.A Instructions for Providing Public Comment (Chair Keating)

No Public Comments Received.

4. REGULAR BUSINESS

4.A Approval of October 8, 2025, Minutes

MOTION to amend (*with 2 changes – handbook and training*): Rafael Escandon;
SECOND: Eve Sherling - **Passed Unanimously**

4.B. Review Status of Pending Complaints – No New Complaints

4.C. Review Determination Letter Drafts

- **Complaint EB 2021-04**: Review and discussion of determination letter by EB.

MOTION to approve determination letter for EB 2021-04 with section C removed by Rafael Escandon, **SECOND:** Eve Sherling – **Motion Passed 4-1** yea to nay (Turner Vail opposed)

- **Complaint EB 2021-06**: Review and discussion of determination letter by EB.

MOTION to approve determination letter for EB 2021-06 with section D removed by Rafael Escandon, **SECOND:** Karen Anderson – **Passed Unanimously.**

- **Complaint EB 2021-05:** Review and discussion of dismissal letter to occur at December EB meeting.

Note: Chair Keating clarified that in the original assignments of cases/dismissal letters, that some subcommittees had three members assigned. Following the October EB meeting those assignments were corrected via email and prior to completing dismissal letters, to include only two members per case.

4.D Update: Training. EB discussed ways of capturing new training that occurs/ensuring training is current. New volunteers who sign volunteer agreements and receive the (new) handbook provided by the city are tracked. Existing (that is, non-new volunteers) are not captured (nor newly trained) until such time as they initiate a new term or otherwise sign & confirm a new volunteer agreement. **Peggy Nimb** (City Staff) confirms that listing of most recently trained volunteers/staff can be provided on an ad-hoc basis and will provide for December meeting.

4.E Ethics Code Recommendations to BI City Council. Chair Keating's address to the 21 October City Council Study Session was discussed, and the EB was in agreement with the statements made (emphasized) by Chair Keating to Council.

MOTION for clarifying email sent by EB Chair to City Council re: matters discussed at the study session on 21 October made by Karen Anderson, **SECOND:** Rafael Escandon – **Passed Unanimously.**

4.F. New Board Member Updates. No new member applicants/updates.

4.G. City Liaison Briefing. No new updates.

5. NEW BUSINESS

5.A 2025 Annual Report and 2026 Work Plan.

- Proposed sub-topic/recommendation of a timelier resolution by City Council of elements recommended by EB in prior years' Annual Report(s) and Work Plans.
- Carry all prior (incomplete) recommendations forward into the next year's work plan.

MOTION by Chair Keating nominating Karen Anderson and Turner Vail for subcommittee for 2025 Annual Report and 2026 Work Plan. **SECOND:** Rafael Escandon – **Passed Unanimously.**

6. AGENDA FOR NEXT MEETING – All Items, review Dismissal letter EB 2021-05.

7. NEXT MEETING DATE: Wednesday December 10, at 6:30 pm.

8. GOOD OF THE ORDER – Nothing added.

9. ADJOURNMENT - 7:40 PM

MOTION by Karen Anderson to adjourn. **SECOND:** Turner Vail – **Passed Unanimously.**

Meeting adjourned by Chair Keating, 7:40 PM

_____/s/_____
Doña Keating, Chair

12/11/2025

Date