

City of Langley, Washington

Ethics Training and Advisory Board

Chairman
Bob Frause

Members
Sharon Betcher
Monica Guzman
Fred Herzon
Robert French

Meeting Minutes Monday, March 13, 2017 City Hall 4:30 pm – 6:00 pm

Members Present: Frause, French, Guzman, Herzon
Members Absent: Betcher

1. The meeting was called to order at 4:30 pm
2. The minutes of the February 13th meeting were approved.
3. Review of case studies and other assigned tasks to members-These items will be reviewed at future meetings.
4. Proposed amended changes to the Ethics Code, website language and Advisory Request Form.

Under Purposes of the Code the following will be added: (in italics)

Actions by officials, employees, consultants, volunteers or vendors that result in sanctions by a government agency or conviction in a court of law are considered to be de facto unethical and in opposition to the City of Langley's Code of Ethics. (Ord. 1028 § 2, 2016)

Under advisory opinions the following will be changed:

1. Informal discussions with members of the Ethics Board regarding ethical dilemmas will not be entertained.
2. *Advisory opinions will only be rendered after a complete Advisory Request form [xhttp://www.langleywa.org/City%20of%20Langley%20Advisory%20Opinions%20Request.pdf](http://www.langleywa.org/City%20of%20Langley%20Advisory%20Opinions%20Request.pdf) is sent to the City Clerk.* The request must not only cite the activity in question, but specific provisions in the Principles of Conduct (Section 1.25.050) which are relevant to the ethical dilemma in question.
3. All requests for advisory opinions will be forwarded by the City Clerk to the Ethics and Training Advisory Board for their review and opinion.

4. For each request, a draft opinion will be rendered in less than 30 days and will be based on the circumstance of the ethical dilemma in relation to the current Code of Ethics (Sec. 1.25 of the City of Langley Municipal Code).
5. All draft advisory opinions rendered by the Ethics Board will be forwarded to the City Council for *review, comment and final acceptance*.

All advisory opinions will become a matter of public record and may be used as instructional case studies to emphasize various principles of the Code of Ethics.

On the web page the following changes will be made:

c. Provide advisory opinions about the application of the code at the request of officials, employees, consultants, vendors, volunteers or citizens upon receipt of an official advisory request form.

Item d will be deleted.

All of the above changes and revisions were approved by the members present.

5. The board went into executive session at 5:07 pm
6. The board came out of executive session at 5:56 pm
7. The meeting was adjourned at 5:57 pm

Respectfully submitted:

Fred Herzon