

City of Langley, Washington

Ethics Training and Advisory Board

Chairman
Bob Frause

Members
Sharon Betcher
Monica Guzman
Fred Herzon

Meeting Minutes
Monday, April 10, 2017
City Hall
5:00 pm – 6:00 pm

1. Meeting was called to order at 5:00 pm.
2. Minutes of Monday March 27th meeting were approved after a few spelling corrections.
3. Bob Frause mentioned the need to provide an Ethic Training session for 13 previously unaccounted City of Langley volunteers.
4. Committee members moved into discussing their examples of case studies to examine Principles of Conduct not previously covered.
 - a. Fred's case study was **Conflict of Interest** which depicted an intern dating an employee. Discussion centered on the problems that may arise with dual work/dating relationship, which are quite common. Fred was to research City of Langley Employee Manual for related information to case scenario.
 - b. Bob French's case scenario, **Improper Use of Public Resources**, depicted an employee assigned to a regular task, taking time from his work to help a citizen with an unrelated situation to his job. French is to speak with Langley Public Works supervisor about any mandates related to case scenario.
 - c. Bob Frause's case scenario was **Confidentiality** and his story depicted an employee who denied knowledge to Mayor about a new applicant that may not be legal in the US. Bob to look into hiring employment requisites and check with city Human resources.
 - d. Sharon Betcher's case scenario depicted her as the protagonist of a **Harassment and Discrimination** situation where the City misses making provisions and correction on various issues that could affect a mobility impaired employee or volunteer. Sharon stated she could still add to her case

scenario but in the interest of time committee decided to continue with further case scenarios discussion at next meeting.

- e. Monica case scenario, **Improper Influence** will be presented and discussed at next meeting.
 - f. After concluding with case scenarios presentation, it was agreed that each member will need to answer the ethical and unethical queries related to their assigned case scenarios. They will as well investigate if or how the City of Langley deals with case scenarios. Answers will be formalized at next meeting.
5. At 5:40 pm committee moved into Executive session. At 5:50 committee came out of Executive session
 6. Committee voted to approved Ethic Advisory Opinion #4, which will be submitted to City clerk by Bob Frause immediately.
 7. Fred requested that time be allowed to evaluate the work of Ethic committee and also for reviewing criteria for accepting complaints. Fred shared a related article that could help answer “is it ethical to be rude”.
 8. Meeting adjourned at 6:07

Respectfully submitted
Monica Guzman