

City of Langley, Washington

Ethics Training and Advisory Board

Chairman
Bob Frause

Members
Sharon Betcher
Monica Guzman
Fred Herzon

Meeting Minutes

Monday, May 9, 2016
4:00 pm – 5:30 pm

Members Present: B. Frause, M. Guzman, S. Betcher, F. Herzon

The meeting was called to order at 4:20 pm.

1. April 5, 2016 meeting minutes were approved.
2. Due to the lack of a private room it was determined that the committee would be unable to meet in executive session and proceeded to hold an open meeting.
3. Present ethics complaint-An attorney, Mr. W. Tanaka, was consulted regarding the case the results of which will be discussed when the committee can meet in executive session.
4. General citizen complaints-Concerned was raised regarding the committee become the repository of any slight or upset that a citizen perceived they received at the hands of any city employee or designated commission or board. It was discussed and concluded that the committee would only consider a citizen concerns if a formal request for an advisory opinion is filed.
5. Ethics education-For the remainder of the meeting the board discussed various ways to institute ethics training for the employees and representatives of the city of Langley. This included:
 - a. Training already in place-we will determine what programs are already in place and evaluate their effectiveness.
 - b. Scenario based training-it was felt that scenario based training would be vital to maintain participant interest.
 - c. Pamphlet production-all agreed that a pamphlet containing the new ethics code be made available to all employees, vendors and volunteers of the city of Langley.

- d. Public announcement-as soon as the codification of the new ethics code is complete we will produce and article for the South Whidbey Record which will present the code to the public.
- e. Statement of values-considered producing a poster describing the values of the City of Langley to be displayed in city hall.

A meeting was scheduled on Thursday 5/12/2016 to have an executive session to review the ethics complaint that is before the committee.

Respectfully submitted by Fred Herzon