

**Minutes of the  
City of Rochester Ethical Practices Board  
Wednesday, November 20, 2019**

The City of Rochester MN Ethical Practices Board meeting was called to order at 10:02 a.m. in Room 104, City Hall, 201 – 4<sup>th</sup> St. SE, Rochester MN by Chair Faye Harris.

**Members present:** Ms. Faye Harris, Ms. Linda Gentling, Mr. Jose Rico, Ms. Casandra Ramel, Ms. Carrie Kowalczyk, and Mr. Lawrence Collins.

**Members absent:** Mr. Peter Amadio

Staff present: Mr. Jason Loos, Rochester City Attorney and Legal Assistant Jody Houghton.

**Approval of Minutes:** Collins motioned to approve the minutes of August 5, 2019; Gentling seconded. Vote: Aye –5; Nay – 0; Abstention – 0. Motion passed; minutes approved for inclusion to the website.

**Set Order of Agenda:** Agenda set as ordered

**Reports/Inquiries:**

Attorney Loos addressed the Board and indicated a councilmember was invited to an event while in San Antonio, Texas by a former Mayor of that City. Loos indicated councilmember was able to attend since it was an invite by a former Mayor and was not made while in a formal capacity.

**Old Business:** None

**Open Comment Period:**

Chair Harris did address the board and prepared a brief pre-empt for future open comment periods. Discussion was held and Board felt it was good to have standard language in place and will amend if needed. With no one wishing to speak, open comment period was closed.

**Unfinished Business:**

a. Finalize EPB Code of Conduct Policy: Loos presented the final version of the Code of Conduct policy for review based on previous discussions. Chair Harris motioned to table to the next meeting to allow all members a chance to review clean version. Kowalczyk seconded. With no further discussion, vote taken: Aye: 5; Nay – 0; Abstention – 0. Motion carried.

**New Business:**

a.) Ethics Disclosure Form: Kyle Smith from Finance Department addressed the Board to present the electronic form of the Ethics Disclosure Form, which will be distributed to City employees who are authorized to approve expenditures of funds. By submitting electronically, required fields can be included to ensure all required information is completed. This form will also be completed by members of certain Boards/Commissions that the Clerk's office will include to the City's website. Hard copies will still be available for those that need it. After review, the Board suggested the section regarding "interests" and "doing business" to be more clearly defined or simplified. Kowalczyk motioned to approve the Ethics Disclosure Form as amended; Rico seconded. With no further discussion, vote taken: Aye – 5; Nay -0; No Abstention. Motion passes. Legal Assistant Jody Houghton will forward the proposed edits to Kyle Smith from Finance to include to the electronic ethics disclosure form.

b.) Amend Ethics Complaint Form: Legal Assistant Jody Houghton addressed the Board and asked for feedback on what criteria would be preferred on the Complaint/Inquiry form. After further discussion, the Board would like to keep the name a required field, remove or keep optional the address field and remove the Clerk's office from electronic process as by submitting electronically, the system will time and

date stamp the submission. Questions arose about confidentiality, which Houghton deferred to Attorney Loos. Houghton indicated she would inquire more with IT department on ensuring those security measures. Houghton also presented the current EPB brochure and brought ideas of more of a visual aid on the webpage. The Board agreed that changes would be beneficial. After further discussion, Houghton will draft a current mock-up of the Complaint/Inquiry form and will bring back for the Board to review.

**Other Business:**

With no other items to discuss, the next meeting is scheduled for January 8, 2020 at 10:00 a.m. in conference room 104. Kowalczyk motion to adjourn, seconded by Ramel. Meeting adjourned at 10:49 a.m.

Submitted by Jody Houghton, Recording Secretary  
Ethical Practices Board, City of Rochester MN