

**ETHICS BOARD MEETING
MINUTES OF THE PUBLIC SESSION**

The Ethics Board (“Board”) met on Wednesday, February 12th, 2025 at 2:35 pm by conference call via Microsoft Teams.

Call to Order & Statement Concerning the Recording of the Public Session: Chair Stephan Fogleman called the Board meeting to order at 2:35 pm, with all Board members present.

Chair Fogleman read the following statement:

All participants in the Public Session of the Board meeting acknowledge and consent to the video and audio recording of the Public Session and the publication of the recording on the Board’s website and social media accounts.

Statement Concerning the Administrative Session of the January 8th, 2025 Board Meeting: Chair Fogleman read the following statement:

Per the Open Meetings Act, the Board discloses that it adjourned its virtual open meeting on January 8th to enter the Administrative Session at approximately 2:54 pm. Three Board members were present. Board member Noelle Winder was absent. Members discussed administrative matters including complaints.

The Board may need to close some or all of this meeting to preserve the confidentiality mandated by the Ethics Code or as otherwise authorized by the State Open Meetings Act. Likewise, upon adjournment of the Open Session, the Board may reconvene for an Administrative Session to discuss non-public, administrative functions of the Board.

Review of Schedules and Agenda: Board members John McCauley and Noelle Winder were available until 4:00 pm.

Approval of Written Minutes for the Public Session of the January 8th, 2025 Board Meeting: The Board voted to approve the written minutes.

Staff Update: Director Amberger informed the Board that all elected officials have timely filed their financial disclosures for CY2024. Ethics staff was alerted that several new employees had not yet filed their Entry statements, which must be filed within 30 days after appointment/employment. Those employees were notified of their omission and eventually filed. Dir. Amberger is currently working with DHR to assure that new hires are informed and reminded to complete the required Entry statements by the individual departmental HR teams.

Special Assistant Anetra Moore provided the following metrics for January on the staff’s recent work:

- **Help Desk**
 - 62 help desk requests were received and resolved by Board staff in January.
 - 13 help desk requests were from lobbyists.
 - 1 help desk requests were concerning gift solicitation waivers.
 - 23 help desk requests were concerning financial disclosure statements.

- 18 help desk requests were ethics inquiries.
 - 1 help desk requests were concerning the Ethics Training.
 - 5 help desk requests were administrative (question about deadlines, forms, etc).
 - 1 help desk requests were not within the Board’s jurisdiction and were referred elsewhere.
- FY25 requests: 327
- ***Ethics Training***
 - 40 people completed the Ethics Training in January.
 - FY25 attendees: 249
- ***Complaints***
 - FY25 Complaints: 8
 - Open: 2
 - Dismissed: 6
- ***Gift Solicitation Waivers***
 - 1 gift solicitation waiver application was submitted for the February 12th Board meeting.
 - 0 gift solicitation waivers expired since the last Board meeting.
 - FY25 Active Waivers: 22
- ***Financial Disclosure Statements***

Ethics Staff assisted Elected Officials with weekly reminders to remind them of the January 31, 2025 deadline. All filed their Financial Disclosure statements on time. Individualized reminders will be sent to all other required filers starting March 17, 2025. Weekly reminders will be sent starting April 1, 2025.
- ***Lobbyists***
 - 97 Registered lobbyists have registered so far this year.
 - The Annual Lobbying Report Deadline had to be extended to February 5, 2025, due to a technical issue that was subsequently fixed by BCIT.

Gift Waiver Petition: Mayor’s Office of Children and Family Success--Mayor’s Back to School Rally: The Board approved the petition with a vote of 4-0, contingent on reducing the duration of the waiver from the proposed 5-year term to a 2-year term.

.The Public Session adjourned at 3:03pm.