

ETHICS REVIEW BOARD MEETING MINUTES FRIDAY, MAY 27, 2016

A meeting of the Ethics Review Board (ERB) was held on Friday, May 27, 2016 at 11:00 AM in the Alamo Conference Room on the 18th Floor of the Frost Bank Building, 100 W. Houston Street, San Antonio, Texas with the following present:

Ethics Members Present: Melanie Castillo, Courtney Hilliard, Ruben De Leon, Adriana Garcia, Ileana Gonzalez, Sam Millsap, and Marc Whyte

Ethics Members Absent: Magdalena Alvarado and Linda Jackson

Staff Present: Tina Flores, *Compliance Auditor*; Camila Kunau, *Assistant City Attorney*; and Rosalinda Diaz, *Sr. Administrative Assistant*

Others Present: Andres Peña, *Kaufman & Killen*

CALL TO ORDER

Chairman Millsap called the meeting to order at 11:00 AM.

ROLL CALL

Mrs. Diaz called the roll noting that a quorum was present.

1. Training on the Texas Open Meetings Act, Texas Public Information Act, San Antonio Ethics Code and Municipal Campaign Finance Code. [Tina Flores, Compliance Auditor; Camila Kunau, Assistant City Attorney]

Mrs. Flores provided an overview of the Ethics and Municipal Campaign Finance Codes. She clarified and provided examples for the following topics:

- Conflicts of Interest
- Recusal and Disclosure
- Unfair Advancement of Private Interests
- Gifts
- Confidential Information
- Representation of Private Interests
- Conflicting Outside Employment
- Use of Public Property and Resources
- Political Activity
- Prohibited Interest Contracts
- City Council Contract Personnel
- Subsequent Representation of Private Interest
- Prohibited Interest in Discretionary Contracts
- Person Seeking Discretionary Contracts

- Lobbyists
- Financial Disclosure Reporting (FDR)
- Ethics Review Board
 - Jurisdiction and Powers
 - Complaints
 - Compliance Auditor and City Attorney's Office
 - Petition for Declaratory Ruling
 - Advisory Opinions
- Campaign Finance Rules
- Campaign Finance Contribution Cycles
- Campaign Finance

Mrs. Kunau presented on Open Government regulations to include procedures for complying with the Open Meetings and Public Information Acts. Topics discussed included the following:

- Open Meeting Rules and Regulations
- Informal & Social Meetings
- Committee Meetings
- Telephone and Videoconference Meetings
- Walking Quorums
- Technology and Social Media
- Notice of Meeting
- Convening a Meeting
- Open Sessions
- Executive (Closed) Sessions
- Public Information Rules and Regulations
 - Examples of Official Business and Public Information
 - Process for Submitting Public Information Requests
 - Deadlines for Responding and Producing Information
 - Process for Narrowing Requests and Seeking Clarification
 - Exceptions to Disclosure of Information
 - Charges Assessed
 - Process for Releasing Information

In response to questions made by Boardmembers, Mrs. Kunau clarified information and provided examples.

ADJOURNMENT

There being no further discussion, the meeting adjourned at 12:40 PM.


APPROVED: _____


SAM MILLSAP, CHAIR

DATE: _____

8/17/16

ATTEST: _____


ROSALINDA G. DIAZ
OFFICE OF THE CITY CLERK