



**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF ETHICS
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, NOVEMBER 6TH, 2017**

1. Call to Order for Board of Ethics

Vice Chairman Brian Tackett called meeting to order at 6:04 p.m.

2. Roll Call and Introductions

Board of Ethics Representative Present:

Brian Tackett

Steven Deel

Kevin McMahan

James Burmeister

Benjamin Somero

Board of Ethics Representatives Absent:

None.

Staff Representative Present:

Jana Onstead, Director of Human Resources

Vanesa Childers, HR Generalist

3. Consider Approval of Minutes from the Special Meeting Held on May 1, 2017

Mr. Burmeister made a motion to approve the minutes from meeting held May 1, 2017. Mr. Deel seconded. The motion carried unanimously. (5-0)

4. Elect Officers (Chairman and Vice Chairman)

Mr. Deel made a motion to nominate Brian Tackett as Chairman. Mr. Somero seconded the motion. The motion carried unanimously. (5-0) Mr. Tackett made a motion to nominate Steven Deel as Vice Chairman. Mr. McMahan seconded the motion. The motion carried unanimously. (5-0)

5. Discuss Ethics Ordinance, and Role of Board of Ethics

Ms. Onstead advised the Board does not meet regularly. If a complaint is received a meeting is called and the City Attorney attends to guide through the complaint process. Ms. Onstead explained the Ethics Ordinance was last revised in 2007. The revision was made to comply with the local government code. The ordinance applies to council and all appointed board members. The ordinance defines items such as conflicts of interest and standards of conduct. Financial disclosure falls under this ordinance as well. The Ethics Board is charged with reviewing complaints. Any complaints are filed with the City Secretary.

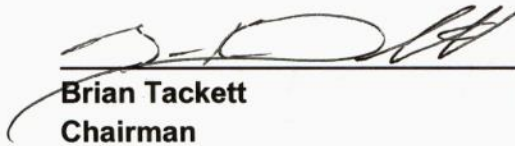
Mr. Somero asked about who monitors gifts regarding employees. Ms. Onstead explained it is self reported and states in the policies that an employee cannot accept a gift over \$50. If a vendor offers a gift it is awarded via a random drawing where all employees are eligible to win. The City has not had issues with gifts since vendors are aware of what is not acceptable. Mr. Somero asked about the police and fire department. Events like the Fallen Officers and the Bike Race were mentioned.


6. Other Business and Discussion on Future Agenda Items

Ms. Onstead advised there was no new business to discuss.

7. Adjournment

Mr. Deel made a motion to adjourn. Mr. Rega seconded. The motion was carried unanimously. (5-0) The meeting was adjourned at 6:08 p.m.

 11/12/2017
Brian Tackett Date
Chairman

 11/12/18
Vanesa Childers Date
HR Generalist