



**MINUTES OF THE SPECIAL MEETING OF THE
BOARD OF ETHICS
CITY OF HIGHLAND VILLAGE, TEXAS
MONDAY, NOVEMBER 12TH, 2018**

1. Call to Order for Board of Ethics

Chairman Brian Tackett called meeting to order at 6:00 p.m.

2. Roll Call and Introductions

Board of Ethics Representatives Present:

Brian Tackett

Steven Deel

Kevin McMahan

James Burmeister

Board of Ethics Representatives Absent:

Benjamin Somero

Staff Representative Present:

Jana Onstead, Director of Human Resources

Vanesa Childers, HR Generalist

3. Consider Approval of Minutes from the Special Meeting Held on November 6, 2017

Mr. Burmeister made a motion to approve the minutes from meeting held November 6, 2017.

Mr. McMahan seconded. The motion carried unanimously. (4-0)

4. Elect Officers (Chairman and Vice Chairman)

Mr. Tackett made a motion to nominate Steven Deel as Chairman. Mr. Burmeister seconded the motion. The motion carried unanimously. (4-0) Mr. Deel made a motion to nominate James Burmeister as Vice Chairman. Mr. Tackett seconded the motion. The motion carried unanimously. (4-0)

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

There was no discussion as the board has an understanding of their role. The board members were comfortable to move forward.

6. Other Business and Discussion on Future Agenda Items

Ms. Onstead made the board aware they could sign up to receive notifications on topics they are interested in on the City website. Mr. McMahan asked about meeting minutes and notifications. Ms. Onstead advised that in November and December council would only meet one time due to the holidays instead of their normal second and fourth Tuesday of each

month. Mr. Burmeister asked about terms for members. Ms. Onstead advised terms were two years with the option to extend an additional two years.

7. Adjournment

Mr. McMahan made a motion to adjourn. Mr. Tackett seconded. The motion was carried unanimously. (4-0) The meeting was adjourned at 6:09 p.m.

Steven Deel
Chairman

Date

Jana Onstead
HR Director

Date