

January 3, 2007

**MINUTES OF A REGULAR MEETING
OF THE TORRANCE BLUE RIBBON
COMMITTEE ON ETHICS AND INTEGRITY**

1. CALL TO ORDER

The Torrance Blue Ribbon Committee on Ethics and Integrity convened in a regular meeting at 7:00 p.m. on January 3, 2007, in the Cultural Arts Center Garden Room.

2. ROLL CALL

Present: Members Adelsman, Benoit, Furey, Gallagher, Gottshall-Sayed, Hardison, Mayeda, McCabe, Montoya, Payne, and Skoll.

Absent: None.

Also Present: Assistant City Attorney Pohl, Management Associate Fulton, and Assistant City Manager Sunshine.

3. AFFIDAVIT OF POSTING

Management Associate Fulton indicated that the affidavit had been posted.

4. APPROVAL OF MINUTES – DECEMBER 6, 2006

Member Montoya pointed out a statement that he made about Northrop badges in the second paragraph of page 3 misattributed to Member Skoll.

MOTION: Member Benoit moved to approve the minutes as corrected. Member Adelsman seconded the motion and a voice vote reflected unanimous approval.

- 5.** Discussion Items which may involve review of such issues as gifts and gratuities, campaign finances, conflicts of interest, statements of economic interest, misuse of public funds; revolving door issues (post employment lobbying), meals, and staging photos for elections involving city vehicles and uniformed employees.

Chair Hardison questioned whether anyone felt that any key values had been left out from the previous meetings and she noted that other values could still be added in. She related that she had wanted to see fairness listed but was not sure whether it should be added as she had put her fairness values in other places.

Chair Hardison reported re-reading the Council resolution regarding the Ethics Committee which indicated that if the Committee felt it appropriate, they could make changes to some of the ethics laws in the City resolutions. She added that at some point, once the Committee is comfortable with values and expressions, they need to examine what the City has versus what the Committee is proposing and then address any gaps in City law.

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Member Payne commented that at the first meeting the Committee had discussed a rules based expression versus values based expression and the feeling then was that they supported more of a values based expression.

Chair Hardison agreed that was still a good way to proceed but she noted that the Council would not be opposed to the Committee tightening up certain areas. She suggested that could include the campaign code and noted that some comments made at the first meeting about the election belonged more in the law part than they did in the integrity part.

6. ACTION ITEMS

6a. Develop Values Statements

Member Gottshall-Sayed found that as she worked to frame phrases, honesty and trust seemed to come together often and she asked about the distinction that was made between the two words. She suggested that there could be room for another word if honesty and trust were combined.

Member Adelman indicated that she had made a distinction handling the two words and Chair Hardison indicated that while she had the two words separated in her mind, she saw how they could be similar.

Referring to standards that each Member formulated for the values determined at the last meeting, Chair Hardison suggested breaking into teams to determine which phrases were similar and then returning with a group discussion.

The Committee broke into groups from 7:25 p.m. to 8:15 p.m.

The group discussed the quarterly update to the City Council and agreed that Chair Hardison or Vice Chair Gallagher would update the Council on February 27 with a draft of the update provided at the February Committee meeting for discussion.

The group discussed specifics noting that the update should be on the City Council agenda to enable the Council to focus on the information in advance and not make decisions on the spot and they agreed that it was important for all Members to have the chance to provide input on the update.

Chair Hardison explained that she would let the Council know that the Committee had formulated a list of values with expressions or standards and ask for guidance to make sure they were in agreement with focusing on elected Commissioners and Councilmembers before City employees.

Vice Chair Gallagher commented that the mandate is broad and the purpose of the Council update is to make sure the Committee is on the right track since specificity might be needed as it relates to the Council and Commissions.

Chair Hardison agreed with the importance of determining what audience they were addressing and the different facets that would be addressed.

The Committee discussed whether to provide a short recap of each meeting to illustrate the process so the Council can see how it has evolved and it was noted that the Council receives a copy of Committee meeting minutes each month. Discussion of whether they were creating an ethics program or a code of ethics ensued with Chair Hardison indicating that they had previously agreed that implementation was necessary. She added that they were writing a code with implementation and discussion as to who would be in charge.

Member Skoll questioned whether each employee would be required to sign the code and Chair Hardison stated that there would be some document signed for new employees with resigning once per year.

Member Gottshall-Sayed suggested that employees could complete a software program exercise as another way to implement continuation instead of someone within the City conducting an annual training session.

Member Payne proposed making a recommendation on sustainment over time, review, assessment, and improvement.

Chair Hardison stated that subcommittees would be used where valuable but she observed that everyone had strong opinions and she wanted to make sure everything was included.

Member McCabe suggested that later on in the process it could be valuable to hear from speakers from cities with other programs to see what some of the pitfalls have been.

MOTION: Moved by Member Adelsman to authorize Chair Hardison and Vice Chair Gallagher to draft a report to be reviewed at the February 7, 2007 Committee meeting and presented as part of the February 27, 2007 City Council meeting agenda. Member Benoit seconded the motion and a voice vote reflected unanimous approval.

Chair Hardison acknowledged the difficulty of the task given to the breakout groups noting that while most groups kept the statements that related to their value verbatim and grouped them by concept, Members Gallagher and Montoya grouped those concepts relating to their value together rather than being tied to the specific statements themselves.

Vice Chair Gallagher pointed out that they had looked at the value in a broad sense and condensed the statements as he felt wordsmithing would come later. He noted that some ideas were too long, some belonged in a different category, and some ideas were duplicated, but the key ideas were retained.

The group discussed the difference in approach and contemplated whether they needed to follow the same process to end up in a similar place.

Vice Chair Gallagher explained they had broken respect up into three concepts: Global, Personal and Individual. Global related to how others are treated including harassment, equal opportunity, diversity; Personal related to how others are treated

from a personal standpoint including patience, dignity, compassion courtesy, civility; and Individual related to how we are affected by showing respect to others.

Member Furey indicated that he approached the task by looking for commonality of words or phrases to see which encompassed the same thoughts.

Chair Hardison suggested that Members Montoya and Gallagher expand out their concepts to statements. She acknowledged that some of the standards were too lengthy and questioned whether the Committee was comfortable with Members Montoya and Gallagher writing their own statements based on the concepts.

Member Benoit reported that their process was to group common statements and let everyone else react.

Member Adelsman asked for a copy of Vice Chair Gallagher's and Member Montoya's notes as she felt their approach to be useful.

Vice Chair Gallagher felt a finite number of statements were necessary and he noted that not everyone's suggestions could be incorporated. He pointed out that in the end one or two people would have to write the statements so they would be consistent and he felt that the most important thing was to grasp the concepts without being too wordy.

Chair Hardison questioned whether people felt things were left off.

Member Adelsman expressed concern that some of the items that were left off by Members Montoya and Gallagher belonged in a different category and would be forgotten since they had been eliminated.

Vice Chair Gallagher explained that only three things were left out and they were part of a broader statement. He observed that the Committee could get mired easily and he pointed out that what was important were the essentials.

Member Skoll questioned whether they were locked into the five values.

Chair Hardison indicated that any changes should be made within the next meeting or two before the Committee gets too far along in the process.

Vice Chair Gallagher concurred noting that he didn't necessarily agree with all five values but he didn't see anything else to override them.

Member Payne felt it important for Members to have a chance to vote on what they like.

The group agreed to write in the first person and Vice Chair Gallagher noted that the final writers would ultimately determine the language used.

A lengthy discussion followed about the process of settling on values statements and the group agreed that:

- Members would email the documents they had formulated for this meeting to Assistant Manager Sunshine;
- Assistant City Manager Sunshine would categorize them and email them back to Committee Members;
- Subcommittees would work together to prioritize the top ten with redundant statements boxed at the bottom;
- Subcommittee members would develop three statements from that which would be returned to Assistant City Manager Sunshine;
- Assistant City Manager Sunshine would provide the final product of 3-5 recommendations on large format with the other parts of word document as hand outs

MOTION: Member Mayeda moved that subcommittees of two be authorized to meet and complete the work of getting the standards written to present at the next meeting with those standards emailed to staff by January 24, 2007. The motion was seconded by Member Adelsman and a voice vote reflected unanimous approval.

The Committee discussed implementation and training.

Vice Chair Gallagher envisioned providing examples of situations that are meaningful to Councilmembers and employees as part of training as he felt it important to know what types of situations that the City might encounter. He suggested that pointing out by example would make it easier for people to make the right choice and he thought there could be incidences of conflicts of interest that they are not aware of.

Chair Hardison suggested that be placed on the next agenda as something they should spend time considering.

Assistant City Manager Sunshine suggested that some situations could be covered in the gift and gratuity policy which is rather specific.

Chair Hardison commented that different people often view the same thing very differently and specific examples could be helpful.

The group discussed the appearance of impropriety and Member Gottshall-Sayed noted that was included as part of the software training available. She added that the program is generic but can be made specific to each situation.

6b. Select Sub-committees

Honesty - Brian Benoit and Jean Adelsman

Transparency - Linda Gotshall-Sayed and Steve Skoll

Responsibility - Pat Furey and Charles Payne

Trust - Paul McCabe and Dean Mayeda

Respect - Keith Montoya and Marty Gallagher

6c Instructions to Staff

Assistant City Manager Sunshine asked Members to email their lists to him by January 4, 2007. He agreed to categorize the values and return them to Members by Monday, January 8, 2007 and he asked that subcommittee work be emailed to staff by January 24, 2007. He indicated that the agenda would be provided to the Committee by January 31, 2007.

7. ORAL COMMUNICATIONS

Chair Hardison asked committee members for orals but there were none.

8. ADJOURNMENT

At 9:37 p.m., the meeting was adjourned to Wednesday, February 7, 2007 at 7:00 p.m., in the Cultural Arts Center Garden Room.

Approved as Amended February 7, 2007 s/ Sue Herbers, City Clerk
