



## City of Torrance

The Torrance Ethics and Integrity Committee is an advisory body to the City Council. Meetings will normally be held on the fourth Wednesday of the last month of the quarter at 6:30 p.m. in the West Annex Commission Meeting Room. There may be occasions; however, when the Committee adjourns to a special meeting that will deviate from the above notations concerning date and/or location.

The Committee welcomes public comment; however, the current ordinance establishing this Committee does not empower the Committee to investigate or act on public complaints. The staff liaison can provide a resource sheet with contact information for addressing specific concerns.

Direct any other questions or concerns to Laura Lohnes, Staff Liaison to the Torrance Ethics and Integrity Committee, at 310.618.2967. Agendas are posted on the City of Torrance Home Page [www.torranceCA.gov](http://www.torranceCA.gov)

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.2967. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

### **HOURS OF OPERATION**

**Monday through Friday from  
7:30 a.m. to 5:30 p.m.  
Offices are closed alternate Fridays.**

# Torrance Ethics and Integrity Committee

**WEST ANNEX COMMISSION MEETING ROOM  
3031 TORRANCE BOULEVARD  
TORRANCE, CALIFORNIA 90503**

**January 27, 2010  
6:30 P.M.**

## **A G E N D A**

### **CALL TO ORDER**

### **ROLL CALL**

### **FLAG SALUTE**

### **ORAL COMMUNICATIONS #1 (Limited to a 30 minute period)**

Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Committee is prohibited from taking action or engaging in discussion on any item not on the posted agenda.

1. Report of staff on posting of the agenda
2. Approval of Minutes: December 16, 2009
3. Discuss and recommend guidelines for use when considering appointment of City staff as commissioners in order to avoid the appearance of a conflict of interest.
4. Workshop with Len Wood
  - Overview of Program
  - Purpose
  - Overview of Agenda

### The Strength Deployment Inventory (SDI)

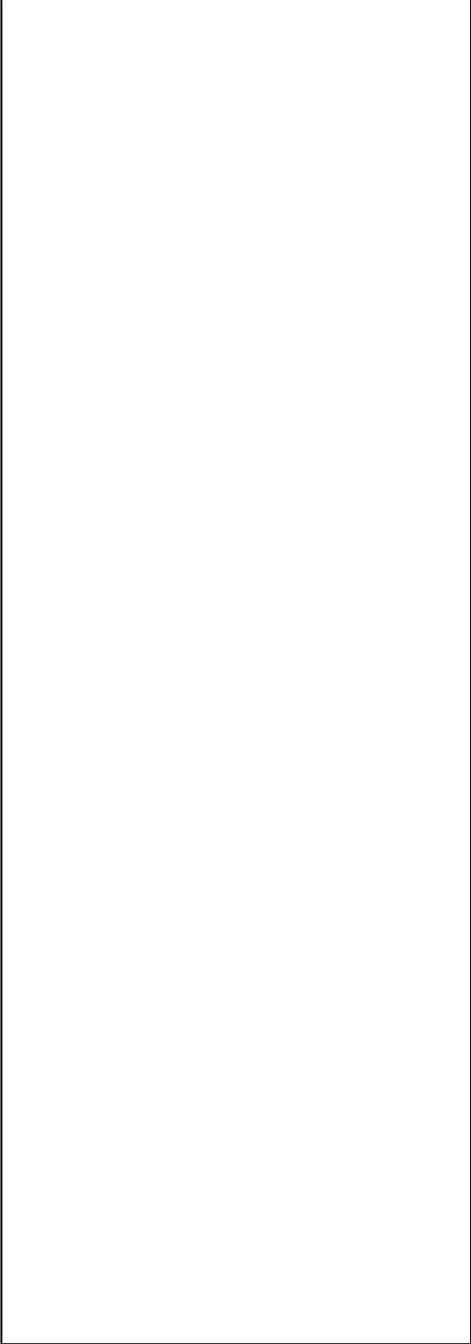
This assessment helps commission members identify their characteristic strengths when working with colleagues. Members will complete the SDI

### Feedback from Interviews

Mr. Wood will outline the purpose and provide a summary of interview remarks.

### Visioning

Commission members and staff will develop and present their vision of the Ethics Committee in 5 years.



Clarifying Roles and Responsibilities

Mr. Wood will provide an overview of the Council-Manager form of government including the role of the City Council, Commissions, City Manager and Staff. The Role of Chair and laws, policies and processes also will be covered.

Development of Work Program

Members will begin the development of a work program with the identification of work program items.

Identification of Next Steps in the Process

**ORAL COMMUNICATIONS #2**

Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Committee is prohibited from taking action on or engaging in the discussion of any item not on the posted agenda.

**ADJOURNMENT**

**ROLL CALL: Gallagher, Matsuda, Montoya, Payne, Gotshall-Sayed**