

June 24, 2009

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

**CALL TO ORDER**

The Ethics and Integrity Committee convened in a regular session at 7:04 p.m. on Wednesday, June 24, 2009, in the West Annex Meeting Room at Torrance City Hall, 3031 Torrance Boulevard.

**ROLL CALL**

Present: Gallagher, Gotshall-Sayed, Montoya, White and Payne.  
Absent: None.  
Also Present: Assistant to the City Manager Sunshine,  
Staff Liaison to the Committee Lohnes,  
Deputy City Attorney Strader and  
City Clerk Herbers.

**FLAG SALUTE**

Mayor Frank Scotto led the Pledge of Allegiance.

**1. REPORT ON POSTING OF AGENDA**

Staff Liaison to the Committee Lohnes reported that the agenda was appropriately posted on June 18, 2009.

**2. WELCOME BY MAYOR SCOTTO**

Mayor Scotto welcomed those present. He discussed the importance of the work to be done by the Ethics & Integrity Committee; thanked the Committee members and staff for their assistance; and indicated that a consultant will be available to help the Committee achieve its goals.

**3. DISCUSSION OF THE CITY OF TORRANCE ETHICS AND INTEGRITY COMMITTEE  
REFERENCE GUIDE**

Staff Liaison to the Committee Lohnes provided background information on the history of the Ethics & Integrity Committee.

Ethics and Integrity Committee  
June 24, 2009

Committee Member Payne stated his opinion that the “City of Torrance Ethics and Integrity Committee Reference Guide” is a good reference and that information about ethics and integrity programs in other cities should be obtained. Mr. Payne suggested that the Committee members exchange contact information.

Committee Member White concurred that information about ethics and integrity programs in other cities should be obtained.

Staff Liaison to the Committee Lohnes and Assistant to the City Manager Sunshine verified that copies of ethics and integrity programs in other cities will be provided to the Committee members at a future meeting.

Committee Member Montoya asked to see a copy of the League of California Cities’ ethics and integrity program.

Committee Member Gotshall-Sayed agreed that a copy of the League of California Cities’ ethics and integrity program should be provided to the Committee members.

#### **4. ADOPT RULES OF ORDER**

Staff Liaison to the Committee Lohnes called attention to the proposed Rules of Order for the Ethics and Integrity Committee prepared by Deputy City Attorney Strader. She advised that the proposed Rules are similar to those used by the City Council and City commissions.

Deputy City Attorney Strader pointed out that the procedures for running the Ethics and Integrity Committee meetings are within the Committee’s discretion.

**MOTION:** Committee Member Gotshall-Sayed moved to accept the Rules of Order as proposed. **The motion was not seconded and ultimately withdrawn (see below).**

Deputy City Attorney Strader clarified that the proposed Rules or Order are similar to the Council’s, but were modified to apply to the Ethics and Integrity Committee (which has also been the case with other City committees and commissions). She advised that, according to the proposed Rules of Order, the Committee would be fashioned like a commission, which would include having a recording secretary and regular meeting dates/times.

Committee Member Payne related his preference to study the proposed Rules of Order and continue the Committee’s consideration of them to the next meeting which, he suggested, commence at an earlier time.

Deputy City Attorney Strader verified that the Committee’s consideration of the proposed Rules of Order could be continued to the next meeting.

Staff Liaison to the Committee Lohnes invited input from the public.

Ethics and Integrity Committee  
June 24, 2009

City Clerk Herbers related her concern that some portions of the proposed Rules of Order erroneously refer to the City Clerk.

Staff Liaison to the Committee Lohnes pointed out the need for the Committee to elect a Chairman this evening and she noted a mandatory meeting of the Committee tentatively scheduled for July 23, 2009.

**Committee Member Gotshall-Sayed withdrew her motion to approve the proposed Rules of Order as proposed by City staff.**

The Committee agreed to continue consideration of the proposed Rules of Order to the next meeting.

Staff Liaison to the Committee Lohnes affirmed that the proposed Rules of Order for the Ethics and Integrity Committee will be provided for consideration at the next meeting.

## **5. ELECTION OF COMMITTEE CHAIR AND VICE CHAIRMAN**

The Committee and staff discussed various scenarios for electing the Chairman and Vice-Chairman.

Deputy City Attorney Strader clarified that, according to the proposed Rules of Order, the Chairman would serve for one fiscal year, but it would be possible for the Chairman to serve consecutive terms; and that the Vice-Chairman would serve for six months.

Assistant to the City Manager Sunshine advised that it is within the Committee's purview to determine the procedures for electing the Chairman and Vice-Chairman, and that this information will be included in the Rules of Order.

**Committee Member Payne was elected to serve as Chairman of the Ethics and Integrity Committee and Member Gallagher was elected to serve as Vice-Chairman.**

Committee Member White related her understanding that, according to the proposed Rules of Order, the Vice-Chairman of the Ethics and Integrity Committee would serve for six months and she requested clarification about the starting and ending dates during which the Vice-Chairman would serve.

Deputy City Attorney Strader clarified that the Committee has not yet adopted the Rules of Order, which will include the terms for the Chairman and Vice-Chairman

## **6. SET DATES FOR UPCOMING COMMITTEE MEETINGS**

The Committee agreed with a recommendation made by Chairman Payne that, beginning in August 2009, the Ethics and Integrity Committee will meet once a month, on the fourth Wednesday of the month, at 7:00 p.m.

Ethics and Integrity Committee  
June 24, 2009

In answer to a question from Committee Member Gotshall-Sayed, Deputy City Attorney Strader verified that the Committee has the ability to form subcommittees composed of two members.

Assistant to the City Manager Sunshine advised that subcommittees must be appointed during public meetings and that information such as this must be entered into the meeting record. He commented on the importance of the Committee meeting in a standard location on a regular date and time.

City Clerk Herbers indicated that, should the Committee meet on a regular basis, it would be appropriate to utilize a recording secretary.

### **ORAL COMMUNICATIONS**

1. Chairman Payne voiced his desire to provide a presentation at the next meeting on the Ethics and Integrity Committee's plan.

Staff Liaison to the Committee Lohnes offered information about procedures for placing items on the meeting agendas. She verified that the presentation to be provided by Chairman Payne will be placed on the agenda for the next meeting. In response to an inquiry from Chairman Payne, Ms. Lohnes advised against the Committee members communicating with one another via email due to Brown Act requirements.

### **ADJOURNMENT**

**MOTION:** At 8:33 p.m., Committee Member White moved to adjourn to August 26, 2009, 7:00 p.m. The motion was seconded by Member Montoya and passed by unanimous vote.

Approved as Submitted September 23, 2009 s/ Sue Herbers, City Clerk
---