

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

**CALL TO ORDER**

The Torrance Ethics and Integrity Committee convened in a regular session at 6:30 p.m. on Wednesday, March 24, 2010, in the West Annex Commission Meeting Room, 3031 Torrance Boulevard.

**ROLL CALL**

Present: Committee Members Gallagher, Gottshall, Matsuda, Montoya, and Chairman Payne.

Absent: None.

Also Present: Staff Liaison to the Committee Lohnes, Deputy City Attorney Strader, Management Aide Elmore and Mr. Len Wood.

**FLAG SALUTE**

Chairman Payne led the Pledge of Allegiance.

**ORAL COMMUNICATIONS #1**

1. Chairman Payne suggested that the Ethics and Integrity Committee meetings be advertised in the Daily Breeze.

1. **Report of Staff on Posting of the Agenda**

Staff Liaison to the Committee Lohnes verified that the meeting agenda was properly posted.

2. **Approval of Minutes: February 24, 2010**

Chairman Payne commented that the February 24, 2010 minutes of the Ethics and Integrity Committee accurately captured the discussion. However, it could be confusing to readers that the numbers of the Committee's Work Program goals in the minutes do not coincide with those on a list developed by Mr. Wood.

Staff Liaison Lohnes provided clarification regarding discussion of the Committee's budget, as reflected on page 3 of the February 24, 2010 minutes.

Ethics and Integrity Committee  
March 24, 2010

**MOTION:** Member Matsuda moved for the approval of the Ethics and Integrity Committee minutes of February 24, 2010 as written. The motion was seconded by Member Montoya and passed by unanimous roll call vote as shown on the following page:

Ayes: Gallagher, Gottshall, Matsuda, Montoya, and Chairman Payne.  
Noes: None.  
Abstain: None.  
Absent: None.

3. **Len Wood Workshop (Continued from February 24, 2010)**

Mr. Len Wood, Len Wood & Associates, recalled the Committee's development of the Committee's Work Program items at the last meeting, as reflected in written material of record in the agenda packets. He recommended that the Committee review the items, discuss suggested changes and vote on them this evening, with the intent of forwarding them to the City Council. Mr. Wood explained that the Committee's input regarding the items would be detailed in information prepared by staff, provided to the Council in a written staff report and, possibly, an oral presentation.

The Committee and staff discussed the procedures for the Council's consideration of the Committee's Work Program items. Staff Liaison Lohnes and Deputy City Attorney Strader shared information about procedures for scheduling items to be considered by the Council, as well as for the Council's consideration of items. They advised that a joint meeting of the Council and the Committee to discuss the Work Program items would most likely be held prior to a regularly scheduled Council meeting.

Recalling the Committee's previous discussion about the importance of having a positive impact on the forthcoming election in Torrance, Chairman Payne related his desire to develop an ethical guidelines' pamphlet as soon as possible for distribution prior to the election. Commissioners Gallagher and Matsuda acknowledged that the time to do something in advance of the upcoming election has passed, but could be done in the future.

Staff Liaison Lohnes advised that discussion of developing a pamphlet for candidates could be touched on, but not discussed in detail, under Agenda Item No. 4 (Consider and Discuss an Implementation Strategy to Develop a First Phase of Work Plan Items).

Member Montoya related his desire to discuss re-prioritizing the Work Program items developed by the Committee at the last meeting. He stated his impression that the items to "Develop Suggested Ethical Guidelines for Council candidates" and "Develop Suggested City Council Ethical Guidelines" are the same. It was his opinion that the Work Program item to "Develop a Website Based Ethics Class" should be more of a priority.

Member Gottshall agreed that some of the Work Program items developed at the last meeting should be re-prioritized.

Staff Liaison Lohnes explained that the Work Program items to which Member Montoya referred above are not the same.

Member Gallagher stated his feeling that the Work Program items developed by the Committee at the last meeting are a good starting point.

Ethics and Integrity Committee  
March 24, 2010

The Committee reviewed the Work Program items' "Descriptions," "Key Steps for Implementation," "Budget Input and Within Existing Scope?" information compiled by Mr. Wood and staff in Attachment Nos. B through K to the staff report (of record). Modifications were made as follows:

**Review all punctuation and add periods at the end of the "Key Steps for Implementation."**

GOAL NO. 1 - Establish Process to Monitor and Improve Training Programs.

Description: Delete First sentence. Modify new first sentence to read, "Training is an essential component of any **Citywide** ethics program..."

Key Steps for Implementation:

1. "**Continue to** review..."
3. "...For City employees, there **should** be a stronger focus..."
5. "...A first order of business **should** be to..."
8. "**Consider** recommending **a** consultant to support implementation..."

GOAL NO. 2 – Develop Suggested Ethical Guidelines for City Council Candidates.

Modify to read, "**Promote and Encourage Ethical Conduct for Candidates for Elected Positions.**"

Description: Delete first sentence. Modify new first sentence to read, "This Work Plan item is to alert prospective candidates for election that, while not a requirement, their signature on the Commitment to Ethics is a positive reflection of campaign ethical intent. As part of this initiative, voters would also be encouraged to consider the ethical conduct of candidates when making their vote." Delete last sentence.

Key Steps for Implementation:

2. "Review existing **material** and consider..."
3. "Consider amending Torrance's Ethics Committee ordinance to **ensure that the Ethics Committee remains above political influence when developing guidelines for candidates.**"

Within Existing Scope?:

"...as suggested in Item **4** above..."

GOAL NO. 3 – Develop an Ethics and Integrity Marketing Program.

Description: "**This Work Plan item is** to build...to the "Vote Ethics" initiative in the City of Santa **Clara**..."

Key Steps for Implementation:

Move Item No. 3 to No. 1 and modify as follows: "**Continue to** examine..."

Re-number appropriately.

5. Delete semi-colon after "Ethics" on third line.
6. Delete "that can be posted through out city buildings."
7. "**Develop** a media campaign about..."

Add No. 8 to read, "**Develop a budget for a marketing program. Costs will be on-going and will vary during election years.**"

Budget Input: Delete last sentence.

Ethics and Integrity Committee  
March 24, 2010

GOAL NO. 4 – Determine If Ethics Coordinator/Departmental Liaison Is Needed.

Description: Analyze ethics programs in the City of Torrance and other agencies to determine if benefit could be obtained from a Coordinator/Departmental Liaison to coordinate and promote the City wide Ethics Program.

\*

RECESS AND RECONVENE

At 8:25 p.m., there was a recess until 8:35 p.m., when the meeting reconvened with all members present and discussion of Agenda Item No. 3 (Len Wood Workshop [Continued from February 24, 2010]) continued.

\*

GOAL NO. 5 – Conduct Council, Employee and Commissioner E & I Survey.

Description: "...between the Committee, City Staff and, **potentially**, an Ethics Consultant. The results of this survey can be used to **assess perceptions of the City's ethical culture.**"

GOAL NO. 6 – Receive and Review a Summary of All Ethics Complaints.

Key Steps for Implementation:

Add New No. 1: **Define what constitutes an ethical complaint.**"

- Determine reporting format **and content.**"

During discussion of the type of information to be provided to the Committee and the public with regard to ethical complaints, Deputy City Attorney Strader noted that, generally speaking, the public does not have a right to know the specifics of the outcome of an ethical complaint.

Chairman Payne expressed his pleasure with the Work Program items developed by the Committee and he offered a motion as follows:

**MOTION:** Chairman Payne moved to adopt the Ethics and Integrity Committee's Work Program items as revised during this meeting. The motion was seconded by Member Gottshall and ultimately passed by a 4-1 majority roll call vote.

Continued discussion included the use of the internet for marketing, community outreach and interacting with the public concerning ethics and ethical complaints.

Member Gottshall related her viewpoint that Work Program Item Nos. 1 (Establish Process to Monitor and Improve Training Programs), 2 (Promote and Encourage Ethical Guidelines for City Council Candidates) and 3 (Develop an Ethics and Integrity Marketing Program) should be renumbered so as not to reflect any type of prioritization.

The Committee agreed to leave the order of the Work Program items as presented in the staff report.

The motion for approval as revised was passed by a 4-1 majority roll call vote as shown below:

Ayes: Gallagher, Gottshall, Matsuda and Chairman Payne.  
Noes: Montoya.  
Abstain: None.  
Absent: None.

Member Gottshall restated her opinion that Work Program Item Nos. 1, 2 and 3 should be renumbered. She offered the following motion:

**MOTION:** Member Gottshall moved to renumber Goal Nos. 1, 2 and 3 so as not to reflect any type of prioritization. The motion died for lack of a second.

The Committee discussed the importance of moving forward with the Work Program items in a timely manner, as well as possible dates on which a joint meeting could be held with the Council to discuss them. The Committee agreed to the tentative date of May 25, 2010, 5:30 p.m., subject to the availability of the City Council and a meeting room.

\*

At 9:10 p.m., Mr. Wood departed the meeting.

\*

4. **Consider and Discuss an Implementation Strategy to Develop a First Phase of Work Plan Items**

As mentioned earlier in the meeting (see Agenda Item No. 3, page 2), Chairman Payne suggested that ethical guidelines' for candidates be developed as soon as possible so it can be distributed for the forthcoming election. He related his understanding that this could be done without the Council's approval and distributed "Quick Tips for Serving the Community," a pocket-sized card after which the ethical guidelines could be formatted.

Due to the requirements of the Brown Act, Staff Liaison Lohnes and Deputy City Attorney Strader cautioned against detailed discussion of this topic.

The Committee agreed with the importance of developing ethical guidelines for candidates; but, generally felt that the Council's approval would be necessary prior to publishing this information.

Member Gottshall asked if information in public documents that have already been disseminated throughout the City could be "repackaged" and if copies of the yellow pamphlets developed by the Blue Ribbon Committee could be distributed at candidate forums.

Deputy City Attorney Strader advised that the Committee is advisory to the Council and it would be necessary to obtain the Council's approval prior to publishing ethical guidelines and distributing the yellow pamphlet developed by the Blue Ribbon Committee.

\*

Ethics and Integrity Committee  
March 24, 2010

Due to the late hour and the detailed nature of the remaining agenda items, the Committee agreed to continue Agenda Item Nos. 5 and 6 to the next meeting. The following motion was offered:

**MOTION:** Member Matsuda moved to continue Agenda Item Nos. 5 (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) and 6 (Evaluate State Regulations, City of Torrance Policies and the Policies of Other Local Cities Addressing the Issue of Gifts and Gratuities and Recommend for Council's Consideration of a Policy that Will Cover All City of Torrance Commissioners) to the next meeting. The motion was seconded by Member Gallagher and passed by unanimous roll call vote:

Ayes: Gallagher, Gottshall, Matsuda, and Montoya.  
Noes: Chairman Payne.  
Abstain: None.  
Absent: None.

\*

5. **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**

Continued to the next meeting.

6. **Evaluate State Regulations, City of Torrance Policies and the Policies of Other Local Cities Addressing the Issue of Gifts and Gratuities and Recommend for Council's Consideration of a Policy that Will Cover All City of Torrance Commissioners**

Continued to the next meeting.

**ORAL COMMUNICATIONS #2**

None.

**ADJOURNMENT**

At 9:30 p.m., the meeting was adjourned to Wednesday, April 28, 2010, 6:30 p.m.

Approved as Amended April 28, 2010 s/ Sue Herbers, City Clerk
---