

Town of Trophy Ethics Review Commission Meeting Minutes
October 29, 2024, 6:00 p.m., Regular Meeting
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL TO ORDER

Town Secretary Dixon called the meeting to order at 6:01 p.m.

ETHICS REVIEW COMMISSION MEMBERS PRESENT

Jennifer Olson
Amy Mancuso (left at 6:12 p.m.)
Julie Edwards
Jackie Ross
Mindi Bone
Lisa DeLong, Alternate
Victoria Heguy, Alternate

The alternates participated in the training but did not participate in any action items.

STAFF PRESENT

Brandon Wright, Town Manager
Tammy Dixon, Town Secretary

PUBLIC COMMENTS

There were none.

REGULAR ITEMS

1. Introduction of Members.

The members introduced themselves to each other and provided a brief background on themselves.

The Commission proceeded to item 3.

3. Consider the election of Chair and Vice Chair.

Commissioner Olson moved to elect Jackie Ross as Chair. Commissioner Edwards seconded the motion.

VOTE ON THE MOTION

AYES: Olson, Mancuso, Edwards, Ross, Bone

NAYES: None

VOTE: 5-0

Commissioner Edwards moved to elect Jennifer Olson as Vice Chair. Commissioner Mancuso seconded the motion.

VOTE ON THE MOTION

AYES: Olson, Mancuso, Edwards, Ross, Bone

NAYES: None

VOTE: 5-0

2. Overview of the Ethics Commission and General Board Training.

Town Manager Wright presented an overview of the Ethics Review Commission highlighting the following:

- Purpose of the Ethics Review Commission
- Commission Structure
- Terms of Office
- Election of Chair and Vice Chair
- Meeting Requirements
- Advisory Opinions
- Legal Counsel and Jurisdiction
- Code of Ethics and Conduct

Town Manager Wright also provided general board training, which included information on:

- Roles and Responsibilities
- Meetings and Agendas
- Parliamentary Procedures
- Attendance Requirements
- Conflict of Interest Policies
- External Training Opportunities
- Use of Town Email
- Boards and Commissions Manual

4. Conduct annual review of ethics regulations and consider recommendations, if any.

Town Manager Wright reviewed the ethics regulations ordinance with the Commission.

The Commissioners highlighted the following items for review:

- **False Complaints:** Members raised concerns over whether individuals filing complaints, even if baseless, should face retaliation or potential charges. They suggested criteria to distinguish between intentionally vexatious complaints and others.

- **Complaint Process & Transparency:** Concerns were expressed about public perception and reputational harm in cases where preliminary findings later deem complaints baseless. A review of criteria and processes for publicizing complaint details at the preliminary stage was recommended.
- **Timelines and Deadlines:** Complaints must be filed within one year of the alleged event. The Commission discussed options for extending filing timelines under “special circumstances” to allow flexibility in certain cases.
- **Financial Conflicts of Interest:** Members questioned the handling of scholarships or gifts from nonprofit organizations and whether they pose potential conflicts of interest. They recommended clarifying and potentially refining guidelines regarding financial benefits received from nonprofit entities.
- **Intentional Violations & Accountability:** Definitions of “intentionally” or “knowingly” committing a violation raised concerns. Members noted that lack of intent can sometimes be used as an excuse and recommended reviewing and clarifying these definitions in the ordinance to address possible misuse.
- **Employee Complaint Pathway:** Unlike other organizations, the town’s ordinance allows employee complaints to be handled externally through a volunteer board. The Commission suggested reviewing this process to ensure it aligns with HR standards and supports employee confidentiality and resolution efficiency.

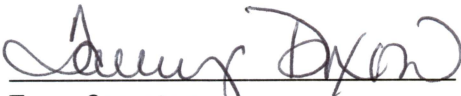
ADOURN

Chair Ross adjourned the meeting at 7:43 p.m.



Jackie Ross, Chair

ATTEST:



Town Secretary