

Town of Trophy Ethics Review Commission Meeting Minutes
April 1, 2025, 6:00 p.m., Regular Meeting
1 Trophy Wood Drive, Trophy Club, Texas 76262

CALL TO ORDER

Chair Ross called the meeting to order at 6:29 p.m.

ETHICS REVIEW COMMISSION MEMBERS PRESENT

Jackie Ross, Chair
Jennifer Olson, Vice Chair
Amy Mancuso
Julie Edwards

ETHICS REVIEW COMMISSION MEMBERS ABSENT

Mindi Bone
Lisa DeLong, Alternate
Victoria Heguy, Alternate

STAFF PRESENT

Brandon Wright, Town Manager
Tammy Dixon, Town Secretary

PUBLIC COMMENTS

There were none.

REGULAR ITEMS

1. Consider approval of the October 29, 2024, Ethics Commission meeting minutes. (Tammy Dixon, Town Secretary).

Commissioner Edwards moved to approve the October 29, 2025, meeting minutes. Commissioner Mancuso seconded the motion.

VOTE ON THE MOTION

AYES: Ross, Olson, Mancuso, Edwards

NAYES: None

VOTE: 4-0

2. Discuss and recommend changes regarding Article 1.05, Code of Ethics and Conduct, of the Town's Code of Ordinances. (Brandon Wright, Town Manager)

Town Manager Brandon Wright presented proposed updates to the ordinance based on prior discussions and legal review. Key topics discussed included:

False Complaints

- Concerns were raised about the language allowing for criminal charges for false complaints.
- Several members expressed discomfort with any provisions that may deter individuals from filing legitimate complaints.
- A suggestion was made to eliminate the section or revise it using clearer, simplified language, possibly referencing state law on vexatious litigation.
- Town Manager to revise language in consultation with the Town Attorney.

Complaint Process & Transparency

- A proposed revision adds a “personal knowledge” requirement for complainants, defined as firsthand experience or direct observation.
- This change aims to prevent reputational harm from baseless complaints while maintaining access for legitimate concerns.
- General agreement was expressed, and the definition was accepted for further development.

Timelines and Deadlines

- The current one-year filing deadline was discussed.
- Members suggested allowing exceptions for extenuating circumstances (e.g., pending investigations or legal proceedings).
- A process for requesting extensions was supported.
- The Town Manager will include language specifying when the complaint clock starts (e.g., post-investigation).
- Timeline references throughout the ordinance will be standardized to business days.
- Some deadlines were adjusted to allow more reasonable timeframes (e.g., 10 business days for attorney review, 60 business days for hearings).

Financial Conflicts of Interest

- Discussed scholarship awards from nonprofits to employees’ family members (e.g., Rotary Club, Women’s Club).
- Members supported allowing such awards if criteria are equitable, the process is transparent, and participation is open to all similarly situated employees.
- The ordinance will include language clarifying eligibility, transparency, and Town Manager approval requirements.

Intentional Violations & Accountability

- Members questioned the standard requiring that violations be “knowingly or intentionally” committed.
- The Town Attorney recommended keeping the language, as it protects against unfair consequences for accidental violations.
- Further clarification may be discussed at the next meeting.

Employee Complaint Pathway

- Proposed change to remove employee-related ethics complaints from Commission jurisdiction.
- Complaints involving employees (or former employees) would be handled administratively by the Town Manager, per existing HR procedures.
- Members were supportive of the change.

Town Manager Wright will revise the ordinance language based on the Commission’s feedback, including updates to the sections on false complaints, scholarship eligibility, and standards related to intent. The Town Attorney will be invited to the next meeting to assist in reviewing the proposed legal changes.

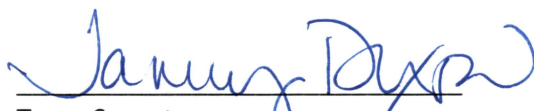
ADOURN

Chair Ross adjourned the meeting at 7:45 p.m.



Jackie Ross, Chair

ATTEST:



Town Secretary