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AMANDA SPRINGER
AMANDA SPRINGER, COUNTY CLERK
MONTGOMERY COUNTY, TEXAS

MONTGOMERY COUNTY ETHICS COMMISSION
AGENDA
MONDAY, FEBRUARY 27, 2023

NOTICE IS HEREBY GIVEN THAT THE MONTGOMERY COUNTY ETHICS COMMISSION WILL CONVENE AT 3:00 P.M. ON THE DATE LISTED AT THE TOP OF THIS AGENDA, IN THE ALAN B. SADLER COMMISSIONERS COURT BUILDING, 501 N. THOMPSON, 4TH FLOOR, CONROE, TEXAS.

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Citizen Comments
5. Acknowledge reappointment of Commission members by the Montgomery County Commissioners Court on January 24, 2023, for a two-year term expiring on January 31, 2025:
 - Amanda Whittington, on behalf of Judge Mark Keough
 - Nancy Mikeska, on behalf of Commissioner Walker
 - Anne Sundquist, on behalf of Commissioner Riley
 - Casey Loring, on behalf of Commissioner Noack
6. Acknowledge appointment of Commission member Hank Vat, on behalf of Commissioner Gray, by the Montgomery County Commissioners Court on February 7, 2023, for a two-year term expiring on January 31, 2025.
7. Consider and approve the Ethics Commission minutes from the November 28, 2022 meeting.
8. Consider, discuss, and approve selection of Ethics Commission Officers Chairperson, in accordance with Sec. 161.0591 Tex. Local Gov't Code, and Chair Pro-Tem.
9. Consider, discuss, and take appropriate action regarding appointment of members to the Standing Preliminary Review Committee, in accordance with Sec. 161.1551 Tex. Local Gov't Code.

10. Receive update from Human Resources Department regarding implementation of Montgomery County Code of Ethics and training. Take appropriate action relating to reminder emails and deadlines for all training.
11. Consider, discuss, and take appropriate action regarding departmental filings for lobbyists and associated logs due on December 31, 2022.
12. Receive update from Ethics Commission Subcommittee regarding mock-complaint process progress, and consider, discuss, and take appropriate action related thereto.
13. Receive update and take appropriate action on John McKinney's appreciation letter.
14. Consider, discuss, and take appropriate action regarding creation of letterhead for official use by Montgomery County Ethics Commission.
15. Miscellaneous
16. Request for Future Agenda Items
17. Adjourn

THIS AGENDA IS ON THIS BULLETIN BOARD AND MAY BE OBTAINED IN THE COUNTY CLERK'S OFFICE ON THE FIRST FLOOR OF THE COURTS BUILDING AT 210 WEST DAVIS AND IN THE COMMISSIONERS COURTROOM ON THE DAY OF THE MEETING.

Addendum to Item 7

MONTGOMERY COUNTY ETHICS COMMISSION MINUTES - MONDAY, NOVEMBER 28, 2022

1. **Call to Order** - The Montgomery County Ethics Commission convened at approximately 3:00 p.m. on this date in the Alan B. Sadler Commissioners Court Building, 501 N. Thompson, 4th Floor, Conroe, TX. The meeting was called to order by Chair Tony Fuller.

2. **Roll Call** – Tony Fuller, William Dornbos, Ann Vickery, Charles McBride, Anne Sundquist, Francis Bourgeois, Nancy Mikeska, Amanda Whittington and Casey Loring.

Commission member(s) not present – Janet Spielvogel.

3. **Approval of Agenda** – Commission member Charles McBride motioned to approve and Commission member Amanda Whittington seconded. Agenda was unanimously approved.

4. **Citizen Comments** – None.

5. **Presentation regarding legal representation** – Chair Tony Fuller informed the Commission that Assistant County Attorney John McKinney has accepted a new position with the county and would no longer be providing legal representation to the Ethics Commission. John's replacement is Assistant County Attorney Elizabeth Marx. Commission member William Dornbos commented about John's helpfulness to the Commission and motioned to draft a thank you and appreciation letter to John. Commission member Charles McBride seconded. The motion was unanimously approved.

6. **Consider and approve the Ethics Commission Minutes from the August 29, 2022 meeting** – Motion to accept the minutes as presented was made by Commission member Charles McBride, Chair Pro-Tem Francis Bourgeois seconded. The motion was unanimously approved.

7. **Receive update from Ethics Commission Subcommittee, and consider, discuss, and take appropriate action, regarding Forms and Frequently Asked Questions (FAQs), complaint logistics and the possibility of conducting a mock-complaint process to identify potential issues, other complaint process issues, and with respect to complaints, the roles, communication methods, and timelines between the Human Resources Department and the Standing Preliminary Review Committee** - Chair Tony Fuller informed the Commission that forms and FAQ's have been previously added to the Ethics website. No additional comments by the Commission and no action taken. Following discussion of the complaint logistics and mock-complaint process, motion to hold a mock-complaint process by Chair Pro-Tem Francis Bourgeois and seconded by Commission member Anne Vickery. The motion was approved by a 7 to 2 vote. Following discussion of complaints, the roles, communication methods, and timelines between the Human Resources Department and the Standing Preliminary Review Committee, motion that no changes be made to the complaint process was made by Commission member William Dornbos, Commission member Anne Sundquist seconded. The motion was approved by an 8 to 1 vote. Chair Tony Fuller commented that he is looking forward to meeting with the HR Director Dodi Shaw, to discuss coordination between the Human Resources department and the Standing Preliminary Review committee on how to address complaints and committee notification. Following comments by committee members, no action was taken.

8. **Consider, discuss, and take appropriate action regarding the replacement of Ethics Commission Subcommittee member, Amanda Whittington, who is leaving the Subcommittee** – Following Chair Tony Fuller's heartfelt thanks to Commission member Amanda Whittington for her service to the subcommittee and highlighting that she will remain on the Commission, Commission member Charles McBride volunteered to replace Amanda. Commission member Nancy Mikeska motioned that Charles McBride be appointed to Subcommittee, Commission member William Dornbos seconded. The motion was unanimously approved.

9. **Consider, discuss, and take appropriate action regarding the Montgomery County Ethics Commission website for visibility and connectivity** – Chair Tony Fuller commented about the visibility of the Ethics website and shared with the Commission that he will be scheduling a meeting with the HR Director about some ways to extend the webpage. No action was taken.
10. **Receive update from Human Resources Department regarding implementation of Montgomery County Code of Ethics and training. Take appropriate action relating to reminder emails and deadlines for all training** - Human Resources provided an ethics training update of current county employees, new hires, and commissioner's court appointees. No action was taken.
11. **Consider, discuss, and take appropriate action regarding departmental filings for lobbyists and associated logs due by December 31, 2022** – Assistant County Attorney Bushra Khan shared with the Commission that the Lobbyist Reporting – Log of Contacts and the Lobbyist registration expire on December 31st. Human Resources will email department heads and elected officials in December to submit all logs so that they are received by HR mid-January. Commission member Amanda Whittington suggested a calendar of dates similar to what Assistant County Attorney John McKinney had for 2022. Commission member Casey Loring suggested bringing the item back on the next Agenda for update. No action was taken.
12. **Consider, discuss, and take appropriate action regarding the calendar year 2023 Ethics Commission meeting dates, and associated deadlines** – Chair Tony Fuller shared the proposed 2023 Ethics Commission meeting dates:

Monday, February 27, 2023 at 3pm
Monday, May 22, 2023 at 3pm
Monday, August 28, 2023 at 3pm
Monday, November 27, 2023 at 3pm

Commission member Nancy Mikeska moved to accept the 2023 meeting dates. Commission member Charles McBride seconded. The motion was unanimously approved.

Chair Tony Fuller presented other important dates to add to the calendar:

January/February 2023: New Commission members complete training.

April 30, 2023: Financial Disclosure Statements due to Human Resources department.

June 1, 2023 – June 30, 2023: HR to submit report to the Commissioners Court identifying those failing to file a Financial Disclosure report and send additional notice to those failing to file that they must file (Chair Tony Fuller added the word "that" before "they must file" under the third bullet point under the Addendum to Item 12).

June 30, 2023: Logs relating to lobbyists due to HR from County departments.

December 31, 2023: All lobbyist registration cards expire. Logs relating to lobbyists due to HR from County departments.

Commission member Amanda Whittington would like to add a note to the **Dec 31, 2023** item that the departments be notified that new logs begin January 1, 2023 with Chair Tony Fuller further correcting the item to add "and registration cards need renewal".

Following further discussion, Chair Pro-Tem Francis Bourgeois moved to accept the 2023 Calendar year meeting dates and associated deadlines as amended and with minor grammar corrections, Commission member Charles McBride seconded. The motion was unanimously approved.

13. **Consider, discuss, and take appropriate action regarding appointment of members to the**

Standing Preliminary Review Committee, in accordance with Sec. 161.1551 Tex. Local Government Code, as per meeting date August 29, 2022 – Assistant County Attorney Bushra Khan, informed the Commission that the Standing Preliminary Review Committee has two members that are up for rotation effective August 29, 2022, and ending February 27, 2023. The position held by Commission member Anne Sundquist would move to Commission member Casey Loring under Commissioner Precinct 3, and the position held by Commission member William Dornbos would move to Commission member Janet Spielvogel. The Review Officer will remain Commission member Nancy Mikeska. The motion to memorialize this action made by Commission member Casey Loring, seconded by Commission member Nancy Mikeska. The motion was unanimously approved.

14. **Miscellaneous** - None.

15. **Request for Future Agenda Items** – add #11 and #10 to the February 27th Agenda.

16. **Adjourn** - Motion to adjourn the meeting at 4:00 p.m. by Chair Pro-Tem Francis Bourgeois and seconded by Commission member William Dornbos. The motion was unanimously approved.

APPROVED: _____
Date

Tony Fuller, Chair

Francis Bourgeois, Chair Pro-Tem