

**MONTGOMERY COUNTY ETHICS COMMISSION  
AGENDA  
MONDAY, NOVEMBER 28, 2022**

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. **Presentation regarding legal representation.**
6. **Consider and approve the Ethics Commission minutes from August, 29, 2022 meeting.**
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.**
8. **Consider, discuss, and take appropriate action regarding the replacement of Ethics Commission Subcommittee member, Amanda Whittington, who is leaving the Subcommittee.**
9. **Consider, discuss, and take appropriate action regarding the Montgomery County Ethics Commission website for visibility and connectivity.**
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.**

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GWENDALYNN CAMARENA  
MARK TURNBULL, COUNTY CLERK  
MONTGOMERY COUNTY, TEXAS

- 11. Consider, discuss, and take appropriate action regarding departmental filings for lobbyists and associated logs due by December 31, 2022.**
- 12. Consider, discuss, and take appropriate action regarding the calendar year 2023 Ethics Commission meeting dates, and associated deadlines.**
- 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 dated August 29, 2022.**
- 14. Miscellaneous**
- 15. Request for Future Agenda Items.**
- 16. 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 6

## MONTGOMERY COUNTY ETHICS COMMISSION MINUTES - MONDAY, AUGUST 29, 2022

1. **Call to Order** - The Montgomery County Ethics Commission convened at approximately 3:05 p.m. on this date in the Alan B. Sadler Commissioners Court Building, 501 N. Thompson, 4<sup>th</sup> Floor, Conroe, TX. The meeting was called to order by Chair Casey Loring.
2. **Roll Call** - Casey Loring, William Dornbos, Ann Vickery, Charles McBride, Janet Spielvogel, Francis Bourgeois and Tony Fuller

**Board members not present** – Amanda Whittington, Nancy Mikeska and Anne Sundquist

3. **Approval of Agenda** – Commission member Charles McBride motioned to approve and Commission member William Dornbos seconded. Agenda was unanimously approved.
4. **Citizen Comments** – Citizen is concerned that meeting minutes are not found on the County Ethics webpage. Citizen inquired about meeting starting with pledge and prayer and was informed that historically it has not been a part of the agenda.
5. **Consider and approve the Ethics Commission minutes from the May 23, 2022 meeting** – Motion to accept was made by Chair Pro-Tem Tony Fuller. Commission member Francis Bourgeois seconded. The motion was unanimously approved.
6. **Consider and approve election of Ethics Commission Officers Chairperson and Chair Pro-Tem** – Following comments by Assistant County Attorney John McKinney, Chairperson Casey Loring motioned that Chair Pro-Tem Tony Fuller be appointed as Chairperson. Commission member Charles McBride seconded. The motion was unanimously approved. Commission member Francis Bourgeois volunteered to be Chair Pro-Tem. Chairperson Casey Loring motioned that Francis Bourgeois be appointed as Chair Pro-Tem, Commission member William Dornbos seconded. The motion was unanimously approved.
7. **Receive update from the Ethics Commission Subcommittee regarding forms and templates. Consider and approve authorizing online publication and use by Montgomery County Human Resources Department following receipt of any complaints** - Janet Spielvogel, Tony Fuller and Francis Bourgeois, members of the subcommittee, provided an overview of the forms and templates and complaint process correspondence and frequently asked questions. Assistant County Attorney John McKinney informed the commission that a complaint came in and after reviewing complaint, determined that the Ethics Commission did not have jurisdiction over that particular complaint and dismissed it. Following discussion and suggestions, the subcommittee agree that the forms to be used by the Ethics commission subcommittee can be approved for internal use, subject to minor changes as determined appropriate by the standing review committee. Motion by Chairperson Casey Loring. Commissioner member William Dornbos seconded. The motion was unanimously approved.
8. **Receive update from Montgomery County 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. Following discussion, Human Resources will work with the County Attorney and County Judge's office to acquire appointees contact information, by reaching out to whoever appointed the individual. If unsuccessful, Human Resources will notify the Commissioner or County Judge that we have been unable to contact the individual to complete the training. The Ethics Commission is requesting that steps be taken to ensure training is completed. Compliance with the Code of Ethics is mandatory and failure to complete training may lead to removal and replacement. No action taken.

9. **Consider and discuss departmental filings for lobbyists logs due June, 2022** – Human Resources informed the Commission that all departments (except many of the courts) have turned in the lobbyist logs as required.
10. **Miscellaneous** – Assistant County Attorney John McKinney wanted to remind the Commission that every 6 months, the standing preliminary review committee is changed. A special meeting to appoint member may be needed. Assistant County Attorney John McKinney will keep the committee informed following discussion with Commission Member Nancy Mikeska. No action needed at this time
11. **Request for Future Agenda Item** – add #7 and #8 to the November 28<sup>th</sup> Agenda. Receive update on Judicial concerns regarding lobbyists. Select meeting dates for year 2023 which are consistent with this years' schedule, and verify dates with the County Judge's office.
12. **Adjourn** - Motion to adjourn the meeting at 3:45 p.m. by Commission member William Dornbos and seconded by Commission member Charles McBride. The motion was unanimously approved.

APPROVED: \_\_\_\_\_  
Date

\_\_\_\_\_  
Tony Fuller, Chair

\_\_\_\_\_  
Francis Bourgeois, Chair Pro-Tem

## Addendum to Item 7

### Addendum to Item #7 Complaint Process Issue:

One of the Complaint process issues identified is the impossibility of performance and duplication of effort in the Complaint Rules and Procedures, XI., F., 2., b)→g). Specifically, the items provided in b)→g) are duties for the Commission as a whole, not the Standing Preliminary Review Committee. For instance, only the Commission can set hearing dates, not the Standing Preliminary Review Committee. The duplication of effort is seen in XII., A., 1., b)→g). The question to the Commission is whether to delete XI., F., 2., b)→g) or not.

## 2023 Montgomery County Ethics Commission 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 they must file.
- 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.

### Potential 2023 Meeting Dates

*All meetings will begin at 3 p.m. on the following proposed dates:*

Monday, February 27, 2023

Monday, May 22, 2023

Monday, August 28, 2023

Monday, November 27, 2023