July 24, 2026, 4:00 pm

ETHICS REVIEW BOARD MEETING MINUTES

COMMITTEE MEMBERS PRESENT: Councilmember Julie Pignataro, Councilmember Melanie Potyondy, and alternate member Councilmember Anne Nelsen

STAFF PRESENT: Jenny Lopez Filkins, Briana McCarten, Rupa Venkatesh

1. CALL MEETING TO ORDER

Board Chair Pignataro called the meeting to order at 4:00 p.m.

2. ROLL CALL

Councilmember Pignataro, Councilmember Potyondy, and alternate member Councilmember Nelsen were present.

3. APPROVAL OF JUNE 9, 2026, MINUTES

Potyondy moved to approve the minutes, and Nelsen seconded. The motion passed unanimously.

4. Discussion finalizing changes to City Code §2-578 (b), which is about reporting Councilmember contacts with City staff regarding a non-routine City matter to City Council

Chief Deputy City Attorney Jenny Lopez Filkins reviewed the conversation from the June 9, 2026, Ethics Review Board (the “Board”) meeting in which the Board discussed scenarios in which a Councilmember has contact with City staff about a non-routine matter and the requirement that the Councilmember report such contact. On June 9, 2026, the Board agreed on draft language to add to City Code Section 2-578 that outlines when a Councilmember must report non-routine contact with City staff. The Board looked at the City Attorney’s Office’s changes to the June 9 language and discussed making one grammatical change from “comply” to “complies”. The Board had no other changes to the proposed Code language.

5. Discussion of changes to Code of Conduct to address duty of loyalty in role as board or commission member and treatment of confidential information received

Lopez Filkins reviewed the conversation from previous meetings around the definition of “personal interest”. Previously, the Board looked at other municipalities’ definitions as well as discussed scenarios in which “personal interest” was an issue. Lopez Filkins recalled for the Board that Nick Armstrong had submitted a complaint to the Board that involved a different Board’s members’ personal interests. At its June 9, 2026, meeting the Board discussed establishing a standard that if a Board or Commission member is serving on another local organization, they need to prioritize their obligations as a City Board or Commission member over the interests of the other local organization. The Board member must also refrain from using City confidential information to the advantage of the other local organization.

Lopez Filkins proposed changes that would amend the City's Code of Conduct that applies to Board and Commission members. Lopez Filkins explained that sections that only applied to Board and Commission members were moved and incorporated into a new section 18 that applies to all Appointees. Lopez Filkins solicited input from the Board. Potyondy expressed her approval of the content of the draft language generally and pointed out inconsistencies in the use of "your" versus "Board member" throughout. Potyondy stated her opinion that it would be efficient to use "Board member" in this new language to maintain consistency with the rest of the Code of Conduct. Nelsen expressed her approval of the proposed language. Pignataro expressed that the proposed language captured the Board's intent to clarify the City's expectations of a Board or Commission member.

The Board suggested a change to the language in a new section 12 addressing active engagement while participating in hybrid meetings. The Board discussed the availability of accommodations due to a disability and suggested working with the ADA Coordinator in the City's Equity Office to ensure the language is adequate.

Lopez Filkins confirmed that changes to the Code of Conduct must be taken to City Council. The Board would like to put this on the August 18 Council agenda.

Pignataro asked that Lopez Filkins let her know if the ADA Coordinator has any major concerns with the language about accommodations.

6. OTHER BUSINESS

Potyondy thanked the City Attorney's Office for the work on these two agenda items.

7. ADJOURNMENT

The meeting adjourned by unanimous consent at 4:22 p.m.

Minutes approved by the Chair and a vote of the Board on , 2026