CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

November 12, 2024, 5:30 P.M.

Reo Elections Office

1221 Reo Rd Lansing

AGENDA

CALL TO ORDER

ROLL CALL

□ Jim DeLine, Chairperson	□ R Cole Bouck
□ Janielle Houston	□ Keith Kris
□ Jim Cavanagh	□ John Folkers
□ Rachelle Franklin	□ Louise Alderson

A Quorum is: □ Present □ Not Present

□ Others Present:

PUBLIC COMMENT (TIME LIMIT OF 5 MINUTES PER SPEAKER)

APPROVAL OF AGENDA □ As Submitted □ With Changes Noted

SECRETARY'S REPORT □ Approval of Minutes: October 8, 2024

NEW BUSINESS

Meeting Schedule for 2025

CITY ATTORNEY'S REPORT

CHAIR'S REPORT:

TABLED ITEMS:

Randy Watkins Affidavit of Disclosure Diversity Equity and Inclusion Board

UNFINISHED BUSINESS:

Regional Ethics Conference 2024, Sept. 12, 2024, Detroit

ADJOURNMENT

Persons with disabilities who need an accommodation to fully participate in this meeting should contact the City Clerk's Office at (517) 483-4131 (TTY 711). 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation request.

DRAFT MINUTES
LANSING CITY BOARD OF ETHICS
REGULAR MEETING
October 8, 2024 5:30 PM

Meeting Room
Reo Elections Office
1221 Reo Rd Lansing

The meeting was called to order at 5:30 p.m.

MEMBERS PRESENT:

Jim DeLine, Chairperson
Keith Kris
Rachelle Franklin
Janielle Houston
Jim Cavanagh

ABSENT: John Folkers - Excused
Louise Alderson - Excused
R Cole Bouck - Excused

A QUORUM WAS PRESENT

OTHERS PRESENT:

Chris Swope, City Clerk
Brian P Jackson, City Clerk's Office
Joe Abood, City Attorney's Office
Katherine Nichols-Leindecker, City Attorney's Office

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

Moved by Keith Kris to approve the agenda

Motion Carried

SECRETARY'S REPORT:

Approval of Minutes

Moved by Keith Kris to approve the Minutes of September 10, 2024 as submitted.

Motion Carried

NEW BUSINESS:

1. Affidavit of Disclosure, Nick Hughett, Lansing Police Department

   Jim Cavanagh noted that Nick Hughett did not mark “yes” in any boxes on question 2 to explain why the disclosure was made.

   Moved by Rachelle Franklin to place Nick Hughett’s, Statement of Financial Interest on file, having found no violation of the Ethics Ordinance at this time.

MOTION CARRIED

2. Affidavit of Disclosure, Randy Watkins, Diversity, Equity and Inclusion Board

   Moved by Jim Cavanagh to recuse himself from voting since he has a friendship with Mr. Watkins.

MOTION CARRIED

Moved by Kieth Kris to table Randy Watkins’ Affidavit of Disclosure due to a lack of quorum to act.

MOTION CARRIED

CITY ATTORNEY’S REPORT:

Katherine Nichols-Leindecker gave an introduction of herself as he has been recently hired and assigned to the Ethics Board to serve as legal counsel.

CHAIR’S REPORT:

Chairperson thanked Cole for joining him at the Ethics Conference and will provide a review of the Conference at a future meeting.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

Regional Ethics Conference 2024

A report about the conference will be provided at a future meeting, and Vice-Chairperson Bouck’s summary will be provided to the Ethics Board members.

ADJOURNED 5:55 p.m.

Chris Swope
Lansing City Clerk

CITY OF LANSING
BOARD OF ETHICS
2025 DRAFT MEETING SCHEDULE

Second Tuesday of the Month at 5:30 p.m. unless otherwise notified.

January 14, 2025
February 11, 2025
March 11, 2025
April 8, 2025
May 13, 2025
June 10, 2025
July 8, 2025
August 12, 2025
September 9, 2025
October 14, 2025
November 11, 2025
December 9, 2025

The Board of Ethics will meet at the Reo Elections Office, 1221 Reo Rd. at 5:30 p.m. unless otherwise notified

Lansing City Clerk's Office
Ninth Floor, City Hall, 124 W. Michigan Ave., Lansing, MI 48933-1695
517-483-4131 517-377-0068 FAX
www.lansingmi.gov/clerk city.clerk@lansingmi.gov

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CITY OF LANSING
AFFIDAVIT OF DISCLOSURE

OCT 4'24 11AMCLERK

TO: CITY CLERK DATE: 3 October 2024

I, Randy Watkins make the following disclosure under oath:
Name (please print)

PLEASE CHECK THE BOX AND FILL IN THE APPROPRIATE BLANKS FOR EACH OF THE FOLLOWING ITEMS

	Yes	No	
1.	X		I am an □ elected or □ appointed □ officer or □ employee of the City of Lansing holding the position of member DEI board in the _____ Department.
		X	I am an immediate family member related to an elected or appointed officer or employee of the City of Lansing named _____, holding the position of _____ in the _____ Department
		X	I am a Business Associate of an elected or appointed officer or employee of the City of Lansing named _____ holding the position of _____ in the _____ Department.
2.		X	I may derive income or benefit directly or indirectly from the bidding of, negotiation of, solicitation of or entry into a contract with the City or from any City action detailed below. (Charter 5-505.1)
		X	I may have a conflict between a personal interest and the public interest, the nature of which is disclosed below. (Charter 5-505.2) [Chapter 290.04(I) of the Code of Ordinances]
		X	I may have a financial interest in a matter proposed to be acted upon by the City of Lansing as described below. [Chapter 290.04(I) of the Code of Ordinances]
	X		I make this disclosure because of a possible appearance that I may be in violation of or in conflict with the City of Lansing Ethics Ordinance as provided for in the Code of Ordinances and in the City Charter.

3. My City of Lansing position is:
□ Full-time □ Part-time (less than 25 hours/wk) X Unpaid

4. Name of the activity/business in question: board member Eastside Comm. Action Center

5. Do you have ownership or interest in the activity/business? Yes_____ No X

6. Does this activity/business conduct business with the City of Lansing? Yes X No_____
If yes, please explain Receipt of funds for programs

7. Does the activity/business depend on you being an employee of the City of Lansing?
Yes_____No X
If yes, please explain:_____

8. Who are the clients/customers of the activity/business?
Housing Lansing residents

9. Does this activity/business require your using equipment/facilities of the City of Lansing?
Yes_____No X
If yes, please explain:_____

10. Does the activity/business use any advertisements or circulars that reference your employment with the City of Lansing? Yes_____No X
If yes, please attach copies.

11. Explain what you will be doing in the activity/business:
unpaid board member who reviews Center activities (Eastside Community Action Center)

12. Explain why you believe a conflict may/~~may~~ not exist with this activity/business:
unpaid board member of DEI and board has NO funding decision making

13. Is there any additional information that you believe would assist the Board of Ethics in its review of your business or personal activities for potential conflicts of interest? Yes_____No X
If so, please describe:

In providing this additional information, the Board of Ethics asks that you give special attention to the Conflicts of Interest section of the Charter found at 5-505.1 – 5-505.3. A copy is enclosed for your convenience.

I hereby certify that this disclosure is complete and accurate to the best of my knowledge, information and belief. The foregoing Affidavit of Disclosure was executed on this 4 day of October, 2024.

Randy A. Watkins

Signature of Filer

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

The foregoing instrument was acknowledged before me this 4 day of October, 2024 (year), by [signature] (Notary Signature)

Brian P Jackson (Print Name)

Notary Public, Ingham County,
Acting in Ingham County,
My Commission Expires: July 27 2027

From:	R Cole Bouck
To:	Swope, Chris; Jackson, Brian; Jim DeLine (lansingsjimdeline@gmail.com); Keith Kris (keith.a.kris@gmail.com); Janielle Houston (janiellehouston@yahoo.com); John Folkers (jvfolkers@gmail.com); Louise Alderson; Rachelle Franklin; Cavanagh, James
Subject:	[EXTERNAL] Detroit Regional Ethics Conference 2024 - Breakout Group Discussion Topic, "Ethics Training" - For Your Consideration
Date:	Sunday, September 22, 2024 9:27:26 PM
Attachments:	City of Lansing - Charter.pdf City of Lansing - Code of Ordinances - Chapt. 200 (Ethics).pdf City of Lansing - Rules of Procedure - Board of Ethics (Highlights).pdf 2023-05-30 - Clerk"s Office - Email - Ethics Training Video - Open Meetings Act and Conflict of Interest - Completed 2023-05-31.pdf

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Chris, Brian, and members of the Board of Ethics,

At the Detroit regional ethics conference both Jim Deline and I recently attended, I participated in a breakout group which addressed various aspects of ethics training. Several subjects raised questions I was interested in following up on regarding the City of Lansing.

They included:

What are the City's requirements for ethics training:

- for city employees, and for other representatives of the City in non-employee roles?
- for members of the Board of Ethics, specifically?
- Are the requirements the same for everyone?
- If the requirements are different, how so, and why?

What are the City's expectations for its ethics training:

- Who is responsible for preparing the ethics training curriculum and content?
- Who is responsible for providing or conducting the ethics training?
- Is it different for different audiences?
- What formats and methods are used for conducting the ethics training?
- What is the frequency with which ethics training is offered and/or required to be taken?
- How is participation in the training verified, documented, and tracked?

What official City documents address or layout the City's expectations regarding ethics training in its operations (e.g., charter, ordinances, rules of procedure, etc.)? Of these documents:

- Do both employees and non-employees receive a copy of each when starting their position?
- Do they sign for the copies?
- How is this verified, documented, and tracked?
- Is this repeated at certain intervals (e.g., annually) or just when they first come on board?

I did a cursory review of the City Charter, Code of Ordinances, and the Rules of Procedure for the Board of Ethics, for any references to City ethics training I could

find.

Honestly, I found little, if anything, that answers these questions. Now, that may be because the content is covered under other documents, or sections of these documents I did not review. Perhaps, instead, they are addressed in other internal operational documents within the City Clerks office, such as policies and procedures, or the like. I'm not sure.

For what it is worth, among all of these City documents (City Charter, Code of Ordinances, and the Rules of Procedure for the Board of Ethics), this is all I could find that is, or could be even closely, related to the City's expectations for ethics training (copies of the referenced documents with highlights are attached):

City of Lansing Charter:

Article 5 – Boards and Commissions

- Chapter 1 – General Provisions for Boards
  - 5-105 – Organization of Boards – Rules of Procedure
- Chapter 5 – Board of Ethics
  - 5-501 Standards Of Conduct
  - 5-502 Membership
  - 5-503 Duties
  - 5-504 Protection Of Public Interest
  - 5-505 Conflict Of Interest

City of Lansing Code of Ordinances:

Chapter 290. – Ethics

- 290.07. – Distribution of copies of chapter
- 290.11. – Education

City of Lansing, Rules of Procedure – Board of Ethics:

I found nothing here that addresses ethics training.

Email – May 30, 2024 – 'Ethics Training Video - Open Meetings Act and Conflict of Interest':

The only other thing I could find was this email from last year which instructed members of the Board of Ethics to take the referenced training - annually. The email says it is required of every Board and Commission, but it does not reference where this requirement is stated, so I was unable to locate or research that further.

I share this with you for whatever it may be worth (or not), especially if any of this would be appropriate for the Lansing City Charter Commission to consider in its work.

I'll leave it with the City Clerk's office to consider if any additional action is necessary, but don't hesitate to reach out if I can be of any additional assistance.

Respectfully,

Cole

R Cole Bouck
321 North Jenison Avenue
Lansing, MI 48915-1250
USA
(517) 449-0534 (M)