CITY OF LANSING - BOARD OF ETHICS

REGULAR MEETING

March 11, 2025, 5:30 P.M.

Reo Elections Office

1221 Reo Rd Lansing

AGENDA

CALL TO ORDER

ROLL CALL

□ Jim DeLine, Chairperson	□ Keith Kris, Vice Chairperson
□ Janielle Houston	□ R Cole Bouck
□ Jim Cavanagh	□ John Folkers
□ Rachelle Franklin	□ Charles Filice

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: February 11, 2025

NEW BUSINESS

Updated Statement of Financial Interests Charles Randall, Internal Auditor / Chief Audit Executive

Statement of Financial Interests Brian Jackson, Chief Deputy City Clerk

Statement of Financial Interests Jennifer Czeiszperger, City Assessor

CITY ATTORNEY'S REPORT

CHAIR'S REPORT:

TABLED ITEMS:

UNFINISHED BUSINESS:

Rules of Procedure Review
Reviewing proposed edits from Clerk, Law and Board included in packet

Ethics Manual Review
Mayor's Office with updated cover letter
Ethics Training Materials Review ????

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
Feb 11, 2025, 5:30 PM

Reo Elections Office
1221 Reo Rd Lansing

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

MEMBERS PRESENT:

Keith Kris, Vice Chairperson
R Cole Bouck,
John Folkers
Charles Filice
Rachelle Franklin
Janielle Houston

ABSENT: Jim DeLine, Excused
Jim Cavanagh, Excused

A QUORUM WAS PRESENT

OTHERS PRESENT:

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

PUBLIC COMMENT:

There was no public comment

APPROVAL OF AGENDA:

Moved by John Folkers to approve the agenda as submitted.

MOTION CARRIED

SECRETARY'S REPORT:

Approval of Minutes

Moved by Janielle Houston to approve the Minutes of Jan. 14, 2025.
MOTION CARRIED

All Board members have reviewed the City of Lansing Boards and Commission's Ethics Training video again as required by City Ordinance.

NEW BUSINESS:

Statement of Financial Interests Terrance Frazier, DEI Advisory Board

Moved by Janielle Houston to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Byron Haskins, DEI Advisory Board

Moved by Cole Bouck to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Jason Hogan, Chief Information Officer

Moved by Cole Bouck to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

Statement of Financial Interests Charles Randall, Internal Auditor / Chief Audit Executive

Moved by Cole Bouck to place the Statement of Financial Interests on file having found no violation of the Ethics Ordinance or other issues to further debate or discuss at this time.

MOTION CARRIED

CITY ATTORNEY'S REPORT:
Attorney Nichols-Leindecker shared that the revised language for 7.2 and 7.3 of the Ethics Board Rules of Procedure has been provided as requested for the Board's consideration.

CHAIR'S REPORT: None.

TABLED ITEMS: None.

UNFINISHED BUSINESS:

Rules of Procedure Review

No action taken.

Ethics Training Materials Review

Board watched the Human Resources Ethics training video which is available online at https://www.youtube.com/watch?v=q7IfcEmfeWI

Board had follow-up questions for Human Resources.
Is there anything signed by the employees about receiving training?

Cole Bouck stated that the following questions that he shared last year in an email have not all been answered from the City.

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?

Ethics Manual Review

No action taken at this meeting.

ADJOURNED 6:04 p.m.

CITY OF LANSING STATEMENT

OF FINANCIAL INTERESTS

This statement must be completed by you and filed with the Lansing City Clerk no later than **May 1 of each year.**

Each and every part of this form must be completed. If you have no information to report, you must note that in that part of the form. If you feel a part is not applicable, you must state your reasoning. Forms with missing or incomplete information will be returned for completion.

The full text of the Financial Interests section 290.08 of the Ethics Ordinance and the Conflict-of-Interest section 5-505 of the City Charter are attached to this disclosure to assist in the full completion of this form. For additional guidance, please contact the Office of the City Attorney.

Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual Charles H. Randall

Position with the City Internal Auditor Name of Supervisor Ryan Kost

Principal Address of Reporting Individual 2338 S Penn Ave, Lansing, MI 48910

Contact Numbers: 8109193333

I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information, and belief.

Signature 2/14/25 Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

FEB14'25 2PMCLERK

The foregoing instrument was acknowledged before me this 14 day of February, 2025 (year), by Charles H Randall
(Name of Reporting Individual)

(Notary Signature)

Brian P Jackson (Print Name) Notary Public, Ingham County,

Acting in Ingham County,

My Commission Expires: July 28 2027

Report Terms

For purpose of your disclosures in this form, the following words have the defined meaning:

1. "Benefit" includes the receipt, directly or indirectly, of any payment, gift, grant, pass through to another, forbearance, service, good, real property, personal property, or any other right, title or interest of value.
2. "Organization," includes for profit and nonprofit corporation, partnership, association, club, limited liability company, any group acting as a unit, or any other legal entity.
3. "Past" means the preceding calendar year (past 12 months) from the time this disclosure is filed.
4. "Present" means at the time this disclosure is filed.
5. "City" means City of Lansing
6. "Immediate Family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers or stepsisters of an individual.

Part I

List each and every organization (other than the City) in which you are an officer, director, associate, partner, proprietor or employee, or served in any advisory capacity and from which any income in excess of $2500 was derived during the preceding calendar year (past 12 months).

Organization's Name	Address	Type of Organization	Your Function/Title	Past 12 Months or Present
Magna International	10345 N Holly Rd Holly MI 48442	tier I Auto mfg	Accounting finance Analyst	past

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☐ YES ☒ NO

If yes, then please review Part X for additional details on documentation required for submission.

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Part II

List any capital asset located within the city of Lansing, including the address or legal description of real estate, from which you realized a capital gain of $5,000 or more in the past (12 months). Do not include any gain from the sale of your principal place of residence.

Asset	Description
N/A	

Part III

List each and every past (12 months) and present unit of government, other than the City, for which you are or have been employed.

Unit of Government	Past 12 Months or Present
N/A	

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Part IV

List each and every person, or organization from which you received in the past (12 months), or that has presently promised you, one or more gifts or honoraria having an aggregate value in excess of $500. This does not include gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under the Michigan Campaign Finance Act.

Name	Address of Principle Residence	Nature of Gift	Value of Gift	Past 12 Months or Present
N/A				

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☐ YES ☑ NO

If yes, please provide additional information on the nature of the Financial Interest.

Part V

List each and every name of and instrument of ownership in any organization conducting business within the city of Lansing in which you, or a member of your Immediate Family had or have a financial interest in the past (12 months) or present. Ownership interests in publicly held corporations need not be disclosed.

Name	Address	Instrument of Ownership	Past 12 Months or Present
N/A			

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Part VI

Identify each and every parcel of real property, past (12 months) or present, and describe your right, title or interest, or your financial interest in the parcel if the city of Lansing may also possess a real property interest or maintain public utility improvements in the parcel. Include all forms of your direct ownership or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate. Do not include your principal place of residence. Include real property both within and outside the city of Lansing.

Address or Description of Real Estate	Nature of Right or Interest	Past 12 Months or Present
N/A		

Part VII

List each and every person or organization that has applied to the City for a license, franchise, or permit, or requested annexation, zoning or rezoning of real property, past (12 months) or present, if you, or a member of your Immediate Family has a financial interest in such a person or organization. Include the nature of the City action requested.

Name of Contracting Person or Organization	Names of Applicable Immediate Family Member(s)	Nature of Interest	Past 12 Months or Present
N/A			

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Part VIII

List each and every person or organization doing independent contracting business with the City in which you, or a member of your immediate family, had (within the past 12 months) or currently have a financial interest or personal interest. Include the title and description of any position held by you, or the member of your Immediate Family, in the organization.

Name of Person or Organization	Nature of Financial Interest	Title or Description of Position Held by Reporting Individual or Immediate Family	Past 12 Months or Present
N/A			

If yes, please provide additional information on the nature of the Financial Interest.

Part IX

If you, your Immediate Family, or any organization you are required to disclose under Part I, had or have in the past (12 months) or present, a contract, agreement, arrangement or participate in a program with the City that directly or indirectly benefits you, your Immediate Family, or the organization you must provide:

- A written statement containing a detailed description and explanation of the contract, agreement, arrangement or program and the nature of involvement and participation therein by you, your Immediate Family or the organization and describe all the beneficiaries thereof.
- Provide separate written statements for each contract agreement, arrangement and program and include a full and complete statement of the program, performance, beneficiaries, compensation, duties and obligations therein.

Please note that this disclosure is intended to include contracts, agreements, and arrangements that are formal or informal, written or oral, and direct or indirect.

Pg 1

CITY OF LANSING STATEMENT

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This statement must be completed by you and filed with the Lansing City Clerk no later than **May 1 of each year.**

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The full text of the Financial Interests section 290.08 of the Ethics Ordinance and the Conflict-of-Interest section 5-505 of the City Charter are attached to this disclosure to assist in the full completion of this form. For additional guidance, please contact the Office of the City Attorney.

Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual Brian P Jackson

Position with the City Chief Deputy City Clerk Name of Supervisor Chris Swope

Principal Address of Reporting Individual 1216 W Allegan 48915

Contact Numbers: 517-483-4135 Email: brian.jackson@lansingmi.gov

I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information, and belief.

Signature 3/3/25 Date

STATE OF MICHIGAN)
)ss.
COUNTY OF Ingham)

MAR 3'25 11AMCLERK

The foregoing instrument was acknowledged before me this 3rd day of March, 2025 (year), by Brian P. Jackson
(Name of Reporting Individual)

Tracy L Scott (Notary Signature)

Tracy L. Scott (Print Name) Notary Public, Ingham County, Acting in Ingham County, My Commission Expires: 4-14-27

TRACY L. SCOTT
Notary Public, State of Michigan
County of Ingham
My Commission Expires Apr. 14, 2027
Acting in the County of Ingham

Approved to form by the Board of Ethics on Feb 13, 2024
Published Feb 17, 2025

Report Terms

For purpose of your disclosures in this form, the following words have the defined meaning:

1. "Benefit" includes the receipt, directly or indirectly, of any payment, gift, grant, pass through to another, forbearance, service, good, real property, personal property, or any other right, title or interest of value.
2. "Organization," includes for profit and nonprofit corporation, partnership, association, club, limited liability company, any group acting as a unit, or any other legal entity.
3. "Past" means the preceding calendar year (past 12 months) from the time this disclosure is filed.
4. "Present" means at the time this disclosure is filed.
5. "City" means City of Lansing
6. "Immediate Family" means a child of an individual, a spouse of an individual, or an individual claimed by that individual or individual's spouse as a dependent under the Internal Revenue Code, or the parents, parents-in-law, brothers, sisters, sisters-in-law, brothers-in-law, stepparents, stepbrothers or stepsisters of an individual.

Part I

List each and every organization (other than the City) in which you are an employee, officer, director, associate, partner, or proprietor, or served in any advisory capacity and from which any income in excess of $2500 was derived during the preceding calendar year (past 12 months).

Organization's Name	Address	Type of Organization	Your Function/Title	Past 12 Months or Present
none				

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☐ YES ☐ NO

If yes, then please review Part IX for additional details on documentation required for submission.

Part II

List any capital asset located within the city of Lansing, including the address or legal description of real estate, from which you realized a capital gain of $5,000 or more in the past (12 months). Do not include any gain from the sale of your principal place of residence.

Asset	Description
none	

Part III

List each and every past (12 months) and present unit of government, other than the City, for which you are or have been employed.

Unit of Government	Past 12 Months or Present
none	

Part IV

List each and every person, or organization from which you received in the past (12 months), or that has presently promised you, one or more gifts or honoraria having an aggregate value in excess of $500. This does not include gifts from relatives, nor a campaign contribution or expenditure required to be recorded or reported under the Michigan Campaign Finance Act.

Name	Address of Principle Residence	Nature of Gift	Value of Gift	Past 12 Months or Present
none				

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☐ YES ☐ NO

If yes, please provide additional information on the nature of the Financial Interest.

Part V

List each and every name of and instrument of ownership in any organization conducting business within the city of Lansing in which you, or a member of your Immediate Family had or have a financial interest in the past (12 months) or present. Ownership interests in publicly held corporations need not be disclosed.

Name	Address	Instrument of Ownership	Past 12 Months or Present
none			

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Part VI

Identify each and every parcel of real property, past (12 months) or present, and describe your right, title or interest, or your financial interest in the parcel if the city of Lansing may also possess a real property interest or maintain public utility improvements in the parcel. Include all forms of your direct ownership or indirect ownership such as partnerships or trusts of which the corpus consists primarily of real estate. Do not include your principal place of residence. Include real property both within and outside the city of Lansing.

Address or Description of Real Estate	Nature of Right or Interest	Past 12 Months or Present
none		

Part VII

List each and every person or organization that has applied to the City for a license, franchise, or permit, or requested annexation, zoning or rezoning of real property, past (12 months) or present, if you, or a member of your Immediate Family has a financial interest in such a person or organization. Include the nature of the City action requested.

Name of Contracting Person or Organization	Names of Applicable Immediate Family Member(s)	Nature of Interest	Past 12 Months or Present
none			

Part VIII

List each and every person or organization doing independent contracting business with the City in which you, or a member of your immediate family, had (within the past 12 months) or currently have a financial interest or personal interest. Include the title and description of any position held by you, or the member of your Immediate Family, in the organization.

Name of Person or Organization	Nature of Financial Interest	Title or Description of Position Held by Reporting Individual or Immediate Family	Past 12 Months or Present
none			

If yes, please provide additional information on the nature of the Financial Interest.

Part IX

If you, your Immediate Family, or any organization you are required to disclose under Part I, had or have in the past (12 months) or present, a contract, agreement, arrangement or participate in a program with the City that directly or indirectly benefits you, your Immediate Family, or the organization you must provide:

- A written statement containing a detailed description and explanation of the contract, agreement, arrangement or program and the nature of involvement and participation therein by you, your Immediate Family or the organization and describe all the beneficiaries thereof.
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MAR 4'25 12PMCLERK

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Reporting Individual to Complete – Basic Filing Information

Name of Reporting Individual Jennifer Czeiszperger

Position with the City City Assessor Name of Supervisor Mayor Andy Schor

Principal Address of Reporting Individual 39249 Willmarth, Harrison Twp MI 48045

Contact Numbers: 586-917-5695 Email: _____

I, make the foregoing disclosure parts I-IX under oath and assert the statements are true and accurate to the best of my knowledge, information, and belief.

Jennifer Czeiszperger
Signature

3/4/25
Date

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

The foregoing instrument was acknowledged before me this 4 day of March, 2025 (year), by Jennifer Czeiszperger
(Name of Reporting Individual)

ReBekah McDaniel (Notary Signature)

ReBekah McDaniel (Print Name) Notary Public, Ingham County,

Acting in Ingham County,

My Commission Expires: 10/12/2027

ReBekah McDaniel
Notary Public - State of Michigan
County of Ingham
My Commission Expires October 12, 2027
Acting in the County of Ingham

Approved to form by the Board of Ethics on Feb 13, 2024
Published Feb 17, 2025

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Part I

List each and every organization (other than the City) in which you are an employee, officer, director, associate, partner, or proprietor, or served in any advisory capacity and from which any income in excess of $2500 was derived during the preceding calendar year (past 12 months).,

Organization's Name	Address	Type of Organization	Your Function/Title	Past 12 Months or Present
City of Warren	One City Square, Warren MI 48093	Municipality	City Assessor	Ended empoloyment 1/4/2024

Do any of the organizations listed above receive any funding or have any contracts with the City of Lansing?

☐ YES ☑ NO

If yes, then please review Part IX for additional details on documentation required for submission.

Part II

List any capital asset located within the city of Lansing, including the address or legal description of real estate, from which you realized a capital gain of $5,000 or more in the past (12 months). Do not include any gain from the sale of your principal place of residence.

Asset	Description
None	

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List each and every past (12 months) and present unit of government, other than the City, for which you are or have been employed.

Unit of Government	Past 12 Months or Present
None	

Part IV

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☐ YES ☑ NO

If yes, please provide additional information on the nature of the Financial Interest.

Part V

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Name	Address	Instrument of Ownership	Past 12 Months or Present
None			

Pg 6

Part VI

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Name of Contracting Person or Organization	Names of Applicable Immediate Family Member(s)	Nature of Interest	Past 12 Months or Present
None			

Pg 7

Part VIII

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Name of Person or Organization	Nature of Financial Interest	Title or Description of Position Held by Reporting Individual or Immediate Family	Past 12 Months or Present
None			

If yes, please provide additional information on the nature of the Financial Interest.

Part IX

If you, your Immediate Family, or any organization you are required to disclose under Part I, had or have in the past (12 months) or present, a contract, agreement, arrangement or participate in a program with the City that directly or indirectly benefits you, your Immediate Family, or the organization you must provide:

- A written statement containing a detailed description and explanation of the contract, agreement, arrangement or program and the nature of involvement and participation therein by you, your Immediate Family or the organization and describe all the beneficiaries thereof.
- Provide separate written statements for each contract agreement, arrangement and program and include a full and complete statement of the program, performance, beneficiaries, compensation, duties and obligations therein.

Please note that this disclosure is intended to include contracts, agreements, and arrangements that are formal or informal, written or oral, and direct or indirect.

RULES OF PROCEDURE
BOARD OF ETHICS OF THE CITY OF LANSING

1. Regular meetings of the Board of Ethics shall be held at 5:30 p.m. on the second Tuesday of every month ~~at the Chambers of the City Council or at such other~~ at a place ~~as may be~~ designated by the presiding officer of the Board of Ethics or by a majority of the voting members of the Board of Ethics.

2. Special meetings of the Board of Ethics may be called by the presiding officer of the Board of Ethics or any three voting members of the Board of Ethics. Notice of any such special meeting shall be provided to each member of the Board of Ethics by personally serving notice of the time, place and subject matter of such special meeting on each member or, alternatively, by leaving a written copy of the notice of the time, place and subject matter of the meeting at the private residence of such members at least twenty-four hours prior to the time of said meeting or by sending notice of the time, place and subject matter of such a meeting to each member of the Board of Ethics by first class mail, postage prepaid addressed to the home address of each such member with such mailing being made at least five days prior to the time of the meeting or, if the voting member so designates, by transmitting an email or other form of approved electronic communication to the number that the member provides of notice of the time, place and subject matter of such a meeting at least three days prior to the time of the meeting.

Alternative 2 based on Charter Commission procedures.

Special meetings of the Board of Ethics may be called by the Chairperson, or any three voting members of the Board. The City Clerk shall notify each member of the Board of the time, place, and subject matter at least 18 hours prior to the time of the meeting in compliance with the Michigan law.

3. The requirement of proper notice to a member of a special meeting shall be waived by the attendance of such a member at the special meeting.

4. Notice of the time and place of all meetings of the Board of Ethics shall be posted on the City Hall bulletin board on the first floor of City Hall. The schedule of the regular meetings shall be so posted within ten days after the first meeting in each calendar year. A change in the schedule of regular meetings shall be so posted within three days after the meeting at which the change is made and a rescheduled regular or a special meeting shall be so posted at least eighteen hours before the meeting.

Cole's Suggested #4
Special meetings of the Board of Ethics may be called by the presiding officer of the Board of Ethics or any three voting members of the Board of Ethics. Notice of any such special meeting, including the time, place and subject matter, shall be provided in advance to each member of the Board of Ethics. Notice may be made no less than 24 hours before the start of the meeting if by personal service, leaving a written copy at the members' private residence, or electronic communication to an email address provided by the member; or, by first class mail, if mailed no less than five days prior to the start time of the meeting.

Commented [BJ1]: Clerk Swope recommendation to remove location never used for at least 10 years

Commented [BJ2]: Cole's Q2- location determination question

Commented [BJ3]: Cole's Q1- who does it mean by "presiding officer"?

Commented [BJ4]: Board recommendation to remove fax

Commented [BJ5]: Board request to remove facsimile, and Clerk recommended broader language for future acceptable mode of communication

Deleted: facsimile

Commented [BJ6]: Clerk recommendation for special meeting procedures based on new draft Charter language.

Commented [BJ7]: Cole's 3 - prefer no less than 24 hour

5. All meetings shall be open to attendance by members of the public except where the Board enters ~~executive~~ closed session for a reason for which a ~~executive~~ closed session is permissible pursuant to the Open Meetings Act of the State of Michigan as it now exists and may be amended in the future. (PA 1976, No. 267, MCL 15.261 et seq.)

6. Any member of the public so desiring will be permitted to address the Board at any open meeting of the Board of Ethics subject to any time limit imposed by the Board.

Alternative 6.

Each member of the public will have up to a total of three minutes to address the Board. The Presiding Officer may reduce the amount of time allowed for each speaker if they determined that the number of registered speakers is so numerous that the meeting cannot be timely concluded without a reduction in the time allocated for each speaker.

7. Any voting member of the Board of Ethics who fails to attend three consecutive meetings of the Board without being excused from attendance [by a vote of majority of the Board] may be removed from the Board of Ethics. Such removal may be effected by the majority vote of the remaining voting Board members of the Board of Ethics.

7.1 Voting Members of the Board of Ethics shall be residents of the City of Lansing and shall hold no elective public office or other city office or employment. If, during a public member's term on the board such member is elected to public office or becomes a city officer or employee, said member shall immediately upon taking such office or employment be disqualified as a Board of Ethics member and said position shall be deemed vacant and subject to appointment pursuant to section 5-502.2 of the Lansing City Charter for the unexpired portion of that member's term.

7.2 If an issue before the Board of Ethics involves any member of the board, such member shall not participate in board deliberations pertaining to the member's issue and said member shall be ineligible to vote on any action concerning the issue.

7.3 All voting members of the Board of Ethics in attendance at a properly convened meeting of the board shall vote on all matters before the board unless recused from voting on a particular matter.

ALTERNATIVE 7.2 If an issue before the Board of Ethics ~~involves~~ **raises a conflict of interest for** any member of the board, such member shall ~~not participate in board deliberations pertaining to the member's issue and said member shall be ineligible to vote on any action concerning the issue~~. **announce the conflict, and move for recusal on that issue. A motion for recusal shall be determined by a majority of board members present and eligible to vote, excluding the conflicted member. If the motion to recuse passes, then the recused member shall be excused from voting on that issue. Determination of the recusal question must occur before deliberation on the issue that was originally before the board.**

ALTERNATIVE 7.3 All voting members of the Board of Ethics in attendance at a properly

Commented [BJ8]: Clerk Swope Suggestion - match with terminology of State Law

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Commented [BJ9]: Suggestion from Clerk to revise public comment procedure and use Council Rules format.

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convened meeting of the board shall vote on all matters before the board unless **excused** from voting **pursuant to Rule 7.2.**

7.4 Except as provided in subsection 7.1 of these rules of procedure, a voting member of the board of ethics shall hold office until a member's successor is appointed, unless that member has resigned or been removed.

8. The officers of the Board of Ethics shall be a Chairperson and Vice Chairperson ~~and Secretary.~~

8.1 The Chairperson shall preside over all meetings of the Board of Ethics and shall be selected annually for a term of one year from among the voting members of the Board of Ethics. The Chairperson and Vice Chairperson shall be selected at the first regular meeting in July of each year by the affirmative vote of a majority of the VOTING members of the Board of Ethics. The Chairperson or Vice Chairperson shall not serve more than two consecutive terms in each respective position and their term shall begin at the first of July. .

Cole's Alt 8. 1 The Chairperson and Vice Chairperson shall be selected annually for a term of one year. The selection shall be made at the first regular meeting in JUNE of each year and their term shall begin on July 1st. They shall be selected by an affirmative vote of a majority of the VOTING members of the Board of Ethics. Their terms shall expire on June 30th of each year or upon the election of a successor, whichever shall later occur; OR upon resignation or removal of that person from the Board of Ethics. The Chairperson or Vice Chairperson shall not serve more than two consecutive terms in each respective position.

8.2 The terms of office for the Chairperson and Vice Chairperson shall expire upon the date of June 30th of each year or the election of a successor whichever shall later occur OR upon resignation or removal of that person from the Board of Ethics.

Cole's Alt 8. 2 *8.2 The Chairperson shall preside over all meetings of the Board of Ethics.*

8.3 The Vice Chairperson shall preside and perform the duties of the Chairperson in the case of the absence of or inability of the Chairperson to perform their duties. If the Chairperson is unable to complete the term of office, the Vice Chairperson shall assume the duties of the Chairperson. Fulfilling the unexpired term of the Chairperson or Vice Chairperson shall not be considered a term for purposes of computing two consecutive terms under subsection 8.1.

8.4 The ~~recording~~ Secretary of the Board of Ethics shall be the City Clerk who shall be responsible for preparing and keeping the minutes and records of the Board and for such other administrative support as may be needed from time to time. The City Clerk shall be an *ex officio* non-voting member of the board.

Commented [BJ11]: Provided by Law Dept to replace 7.2 and 7.3

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Commented [BJ12]: Item 8: Board recommendation to clarify who is Ex-officio and who is not

Commented [BJ13R12]: Clerk Swope has concerns about this deletion as he may need to take action like sign a letter or document as an Officer.

Commented [BJ14R12]: Cole's Comment on Item #8 . Is he an 'Officer' of the Board of Ethics merely by way of being Clerk? Not questioning just clarifying exact language. He certainly isn't a 'secretary'. If he is not an 'officer', is there a different place other than 8. to address his role in signing documents?

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Commented [BJ15]: Clerk Swope recommend switching to June, and take office as of July 1st in order to call a special meeting in an urgent situation.

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Commented [BJ16]: Per Clerk Swope recommendation

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Commented [BJ18]: Clerk recommendation removing "recording" because the Clerk does correspondences and other administrative tasks as Secretary

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Coles Alt 8.4 The City Clerk shall be responsible for preparing and keeping the minutes and records of the Board and for such other administrative support as may be needed from time to time. The City Clerk shall be an ex officio non-voting member of the board.

8.5 The City Attorney shall serve.as legal advisor to the Board of Ethics and shall be an ex officio non-voting member of the board.

9. The minutes of the Board of Ethics shall be kept in the office of the City Clerk and shall be available for inspection by members of the public except for the minutes of Executive sessions which were closed pursuant to the Open Meetings act of the State of Michigan. All other records of the Board of Ethics shall be available for inspection and duplication by the public unless the release of such records to the public is prohibited by law or unless law permits such records to be withheld from the public and the Board of Ethics approves the withholding of such records.

10. A majority of the voting members seated on the Board of Ethics shall constitute a quorum for conducting business at a meeting of the board.

11. Any action of the Board of Ethics shall require the concurrence of the majority of the voting members serving on the Board at a duly constituted and convened meeting of the board.

12. The Board shall consider all requests for opinions at the meeting first following receipt of the request.

12.1 All requests for opinions shall be submitted in writing to the Lansing City Clerk.

12.2 Any member of the Board of Ethics receiving a request for an opinion shall immediately forward such request to the Lansing City Clerk.

12.3 Each request for an opinion shall be signed by the person making the request.

12.4 Upon receipt of a request for an opinion, the Lansing City Clerk shall forthwith forward a copy of such request to each member of the Board of Ethics. At the next meeting following receipt of a request for an opinion, the Board of Ethics shall determine whether or not it will render an opinion in response to the request therefor and whether the opinion will be formal or informal pursuant to the Lansing City Charter and the Lansing Code of Ordinances.

12.5 In the event the Board of Ethics elects to prepare an advisory opinion in response to a request, the City Attorney shall prior to the next meeting of the Board of Ethics after the decision to render the opinion is made, research all legal aspects of the opinion requested and prepare legal memorandum to all members of the Board setting

Commented [BJ20]: Cole Alt 8.4 Depending upon what we do relative to 8. and my comment #10… whether or not the Clerk is considered an 'officer'… Maybe this is the paragraph (8.4) is where we address his the Clerk's point about work he may need to do on the Board's behalf? Why can't 8.4 just state…

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Commented [BJ22]: Cole's 12. . I recall discussion regarding opinions being requested, and who might be requesting them; rather, who this is referring to as 'requestors' (e.g., members of the public, other BOE members, the City employees or departments?). I am not sure this has been clarified, but it may just be me

forth the results of that research and making such recommendations as the City Attorney shall deem advisable. A copy of that memorandum shall be provided.to all members of the Board of Ethics and the City Attorney or their ~~his~~ representative shall be present at said meeting to advise the Board.

12.6 No opinion shall be rendered by the Board of Ethics unless the substance and final text is concurred with at a duly constituted and convened meeting by a majority of the voting members seated on the Board.

12.7 Preliminary drafts and research memorandums prepared in connection with any request for an opinion shall not constitute the view or position of the Board of Ethics of the City of Lansing nor shall such memorandum or draft opinions be released to or made available for inspection by the public unless such inspection or release is approved by a majority of the voting members of the Board at a duly constituted and convened meeting or unless such disclosure is ordered by a court of law or administrative agency with competent jurisdiction to make such an order or unless the City Attorney of the City of Lansing advises in writing that the release or inspection of such papers is legally required; provided, however, that once a formal opinion has been approved and released, all Memoranda and written recommendations by the City Attorney's Office shall be available for inspection.

12.8 The approval of an opinion of the Board of Ethics shall be by roll call vote which shall be recorded in the minutes of the Board.

13. All points of procedure not specifically covered in this document shall be determined by reference to Roberts Rules of Order ~~Mason's Legislative Manual.~~

14. On a tie vote a motion is lost and no action of the Board has been taken.

15. Opinions of the Board shall be issued and dealt with in a manner least likely to reveal the identity of the person concerned. Upon receipt of an opinion request the City Clerk may, in their discretion, delete the name of the person involved, substituting therefor any other designation which is not likely to be confused with any other person.

16. At the first meeting of each calendar year, the Board of Ethics shall request the City Clerk to provide the Board with any documents required to be filed under ordinances adopted by the City of Lansing for the purpose of establishing standards of conduct for officers and employees. Upon receipt of such documents, the Board of Ethics shall review the same in a timely fashion and may take such action regarding said documents as it deems proper.

17. Nothing contained in these rules of procedure shall alter or amend the duties, functions and authority of the board of ethics as is prescribed in the Lansing City Charter and the Lansing Code of Ordinances.

18. These rules of procedure may be amended by the Board of Ethics by a majority vote of the voting members serving on the board during any regular meeting, provided that all members were provided three days prior to said meeting with the full text

Commented [BJ23]: Clerk recommendation of a grammar correction.

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Commented [BJ25]: Board recommendation to follow past practice

Commented [BJ26]: Clerk recommendation to use updated terminology

Commented [BJ27]: Clerk Swope suggestion of more inclusive language

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of proposed amendment. ~~Any amendment to these rules of procedure shall not take effect until approved by City Council.~~ As set by the City Charter, revised rules of procedure shall be submitted to the City Attorney for approval as to form. The rules shall then be submitted to the City Clerk for transmission to the City Council. The rules shall be effective at the conclusion of the Council meeting at which they are received unless the Council directs otherwise.

Commented [BJ28]: Suggestion of Clerk Swope using language from the City Charter (5-105.8)

Commented [BJ29]: Cole's 18,. Change from 'meetings' to 'meeting'.

Ethics Board Draft Rules of Procedures
Cole's Notes for Consideration
With Clerk Chris Swope Responses highlighted

See the distributed PDF with added reference numbers …

#1. Who does it mean by 'presiding officer'? (I think of that as whomever will be chairing – presiding over - a given meeting.)? Since are talking about actions that would [recede the meeting itself… Does it automatically mean board chair? Or, does it mean whomever is expected to be chairing the upcoming meeting (either chair or vice chair)?

Clerk Response
Presiding officer is the person presiding at a meeting. It is left open in case the chair is not present, has left the board, etc. We have had at least once I can recall where neither were present and the Board selected a temporary presiding officer.

#2. Meeting locations are set well in advance of the meeting dates. Practice, as I recall it, has been that the meeting location is set by the Clerk's office, perhaps with input from the Board; but the Board really hasn't been arranging the locations, has it? Why would the board make the decision on where to meet and not leave it up to the Clerk's office?

Clerk Response
They have been set by action of the Board, usually concurrently with setting the schedule, though when we moved to Reo the Board took separate action.

#3. I prefer the shorter language based upon Charter Commission procedures – EXCEPT, I think 18 hours is too short of a time frame. I feel it should be no less than 24 hours.

Clerk Response
Makes sense.

#4. If we stick with a more detailed paragraph, however… I personally do not like the idea of members being personally served, or served at their home (but that may be just me and there may be a reason why these options should be retained); at the very least, the paragraph is clumsy and confusing. I might suggest this…

Clerk Response
Personal service could include handing a member the notice at a regular meeting.

Special meetings of the Board of Ethics may be called by the presiding officer of the Board of Ethics or any three voting members of the Board of Ethics. Notice of any such special meeting, including the time, place and subject matter, shall be provided in advance to each member of the Board of Ethics. Notice may be made no less than 24 hours before the start of the meeting if by personal service, leaving a written copy at the members' private residence, or electronic communication to an email address provided by the member; or, by first class mail, if mailed no less than five days prior to the start time of the meeting.

#5. I feel like it should be 24 hours instead of 18 hours.

Clerk Response
18 hours is in compliance with state law.

#6. 'A' closed session, not 'AN' closed session.

Clerk Response:
Got it.

#7. Adopt Commission rules format.

#8. Adopt revised 7.2. That said, somehow the word 'determined' and 'determination' feels awkward; but that may be standard language and just me. I would use the word 'approved' as we do with all other motions, right?

#9. Adopt revised 7.3.

#10. I need to better understand the Clerk's concern about removing this language. Is he an 'Officer' of the Board of Ethics merely by way of being Clerk? Not questioning just clarifying exact language. He certainly isn't a 'secretary'. If he is not an 'officer', is there a different place other than 8. to address his role in signing documents?

Clerk Response
It is standard that the secretary is an officer. Google says "Yes, the secretary of a board is considered an officer of the company or organization; they hold a leadership position within the board of directors, typically responsible for maintaining records and ensuring proper governance procedures are followed."

#11. I do not object to making June the election month. I don't like how 8.1 and 8.2 mix 'presiding over' and selection, and suggest the language be broken out as follows:

Clerk Response
Good suggestion.

8.1 The Chairperson and Vice Chairperson shall be selected annually for a term of one year. The selection shall be made at the first regular meeting in JUNE of each year and their term shall begin on July 1st. They shall be selected by an affirmative vote of a majority of the VOTING members of the Board of Ethics. Their terms shall expire on June 30th of each year or upon the election of a successor, whichever shall later occur; OR upon resignation or removal of that person from the Board of Ethics. The Chairperson or Vice Chairperson shall not serve more than two consecutive terms in each respective position.

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#12. Depending upon what we do relative to 8. and my comment #10… whether or not the Clerk is considered an 'officer'… Maybe this is the paragraph (8.4) is where we address his the Clerk's point about work he may need to do on the Board's behalf? Why can't 8.4 just state…

8.4 The City Clerk shall be responsible for preparing and keeping the minutes and records of the Board and for such other administrative support as may be needed from time to time. The City Clerk shall be an ex officio non-voting member of the board.

#12 & #13. Concur to clarify they do not vote.

#14. I recall discussion regarding opinions being requested, and who might be requesting them; rather, who this is referring to as 'requestors' (e.g., members of the public, other BOE members, the City employees or departments?). I am not sure this has been clarified, but it may just be me.

#15. Concur to adopt Roberts

#16. Capitalize Board of Ethics???

#17. Change from ‘meetings’ to ‘meeting’. A single set of rules changes would not be received at multiple meetings, right?

Clerk Response
Yes, should be singular.

ANDY SCHOR
MAYOR

OFFICE OF THE MAYOR

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Lansing.Mayor@lansingmi.gov
www.LansingMI.gov

To City of Lansing Employees & Officials:

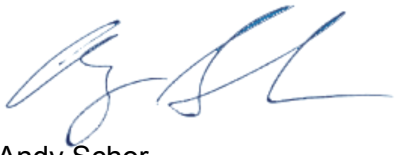
Everyone working in public service, whether as an elected or appointed official or as a City employee, is an important part of our community. We each play a role and have a duty to serve the public fairly and without self-interest. In our daily tasks, we also have an opportunity to establish the trust and respect with residents and visitors that is the best of our profession.

In the mid-1990's, Lansing voters amended the Lansing City Charter regarding the standards of conduct for elected officials and employees of the City. The City Council adopted an Ethics Ordinance to put these changes into effect.

The Lansing Board of Ethics plays an important role in ensuring our City's elected leaders, officers, and city employees operate transparently or with transparency. This manual fulfills the requirements of the Charter to provide information to City officers and employees about standards of conduct, protection of the public interest, and conflicts of interest. It also explains how an officer or employee can receive assistance from the Board of Ethics.

With the information provided here, officials and employees together can provide quality service at the highest ethical standards that enable us and all Lansing residents to be proud of our City Government.

Thank you for being part of the Lansing team and for the work you do.



Andy Schor
Mayor

Chris Swope
Lansing City Clerk

March 10, 2025

MEMO

To:	Lansing Board of Ethics
From:	Lansing City Clerk
RE:	Ethics Training Questions

Background:

Below are the responses to the questions posed by the Board of Ethics that have been provided by the Human Resources (HR) Department, City Clerk's Office, and City Attorney's Office (OCA).

1) **Is there anything signed by employees about receiving Ethics training during orientation?**

Members of every Board, Commission, Authority, and City Council sign an acknowledgement form that they have watched the training video on the Open Meetings Act and Ethics Ordinance. These forms are kept on file at the Clerk's Office.

Employees receive a pre-hire checklist including a section for watching the ethics training video and cannot continue the pre-hiring process without checking the box on the electronic form that they have reviewed the video.

2) **What are the City's requirements for ethics training for both city employees and non-employee representatives?**

HR only trains city employees and is not involved with any person who did not go through the city hiring and onboarding process.

A city employee would go to HR for Ethics questions. HR may ask the OCA for legal advice per ordinance and legal requirements.

The OCA provides guidance to the city for any individual employee or for a department that has questions.

For the Ethics Board specifically there is no additional training outside of watching the OCA video and reading available ethics resources (i.e. the Ethics Manual).

3) **Are the requirements the same for everyone? If so, why?**

City employees, contractor or permanent, who go through the onboarding process complete an automated checklist through which they receive all required policies and training.

Boards and commission appointees are required to watch a prerecorded OCA ethics video on their roles, while also having individual ethics compliance determined by the boards themselves.

City Council training is slightly different from boards and commissions, as it includes an in-person presentation from OCA.

Elected officials may have additional legal requirements and implications from election laws beyond the regular Ethics Ordinance.

4) **Who is responsible for preparing and conducting the ethics training curriculum and content?**

HR handles all ethics training through the onboarding process for employees.

OCA produced the video for boards, commissions, and city council and the FAQ in the Ethics Manual. The rest of the Ethics Manual is comprised of the Ethics Ordinance and City Charter section that pertains to Ethics requirements.

5) **What formats and methods are used for conducting the ethics training?**

Many methodologies have been used to administer ethics training including videos, PowerPoints, and the Ethics Manual which includes the Ethics Ordinances and relevant City Charter Section.

6) **What is the frequency with which ethics training is offered and/or required to be taken?**

General employees receive training during the pre-hire onboarding process.

City Council Resolution #2023-120 requires annual training videos for members of boards & commissions.

7) **How is participation in the training verified, documented, and tracked?**

HR tracks employees using the NeoGOV platform which has a checklist which requires watching the video before continuing with the onboarding process.

Every new board member signs a confirmation statement. Each board then tracks its own members with its own process for the annual training required by resolution.

8) **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.)?**

Expectations are addressed through Ordinance, Resolution, and the Charter which are all included in the Ethics Manual.

9) **Do both employees and non-employees receive a copy of each when starting their position?**

While non-employees do not receive anything directly, the Ethics Manual, Ethics Ordinance, and Charter Ethics Section are all available online for the public to view.

City officers are provided a copy of the Ethics Manual directly and must acknowledge receipt of said manual.

Employees have access to the policy and manual through our intranet (The Hub).

10) **How is acknowledgement of ethics training verified, documented, and tracked?**

Employees are tracked by HR through NeoGOV, while the clerk directly tracks board appointments and council.

Paper signatures are required for boards, commissions, and council to state they have watched their respective OCA ethics video. They are not sworn in unless they sign that they have watched or will watch the training video.

11) **Is this repeated at certain intervals (e.g., annually) or just when they first come on board?**

It is annual for boards & commissions. General employees only receive this during onboarding.