

**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=q7lfcEmfeWI>

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.