



**Minutes for the Meeting of  
Thursday, February 8, 2024**

**Item 1: Call to Order.**

The Commission Chair called the meeting to order at 5:04 p.m.

**Item 2: Roll Call.**

**Present** – Commission Chair Caridad Sanchez, Vice Chair Paul Cooper, and Commissioners Jimmie Slack and Deval Zaveri

**Absent** – Commissioners Hon. Laura W. Halgren and James Hauser

**Staff** – Executive Director Sharon Spivak, General Counsel Christina Cameron, Audit Program Manager Rosalba Gomez, Legislative Program Manager Megan Curran, and Program Manager of Administration and Training Victoria Velasquez

**Item 3: Approval of Commission Minutes of January 11, 2024**

Motion:	Approve Minutes
Moved/Seconded:	Cooper/Slack
Vote:	Carried Unanimously
Absent:	Halgren/Hauser

**Item 4: Non-Agenda Public Comment**

None

**Item 5: Commissioner Comment**

None

**Item 6: Executive Director Comment**

The Executive Director made the following announcements:

Appointment: Mayor Gloria has appointed attorney Tom Lincoln to fill the remaining vacant seat on the Commission, which previously was held by Tom Hebrank. Mr. Lincoln was nominated by Councilmember Raul Campillo. The Executive Director has asked the Office of Boards and Commissions to expedite Mr. Lincoln's confirmation hearing at Council so that he can join the panel before the March 14, 2024 Commission meeting. If this does not occur, Mr. Lincoln will be invited to attend the Open Session of the March meeting. This is especially important due to training scheduled for that meeting.

Budget: The Executive Director noted that the City has a tough budget year ahead. She will be meeting with City management for the department's annual Executive Budget Meeting on February 15. She will discuss the department's Fiscal Year 2025 budget requests in detail at the March Commission meeting. She also noted that the Council President supports the Commission's requests for FY25 budget adjustments, and included them in his budget priority memo. The Executive Director noted that the Commission appreciates his support. Budget adjustments are critical to maintaining the Commission's high level of services and responsiveness to the regulated community.

March meeting: The Executive Director also noted that the Commission's March meeting is expected to have a long agenda, which already includes: (1) Investigative Program Training for Commissioners; and (2) a presentation by the City Attorney regarding Ethics Reform proposals she has drafted and has asked the Council President to place on a Rules Committee agenda. The proposals follow City Attorney Memo #MS-2023-08.

The Executive Director noted that the Ethics Commission is empowered by the Municipal Code to propose changes to the City's ethics laws to the City Council for approval. She noted that it is therefore important that they consider any changes to the Commission's procedures and laws.

She also noted that Commission staff is working on two large legislative projects to update the Municipal Code. Staff expects to bring drafts to the Commission later this year.

**Item 7: General Counsel Comment**

None

**Item 8: Presentation of Final Audit Report Regarding the Toni Duran for City Council 2020 Committee.**

Motion: Accept Audit Report  
Moved/Seconded: Slack/Cooper  
Vote: Carried Unanimously  
Absent: Halgren/Hauser

**Item 9: Informational Item – Presentation of the Ethics Commission’s 2023 Annual Report.**

The Executive Director presented the 2023 Annual Report, which highlights all of the work and accomplishments of the Commission's six-person staff. She recognized each Program Manager and the Commission's counsel, Christina Cameron, for all of their diligent, dedicated, and hard work in the past year. Commissioners thanked and recognized the staff for their efforts. The report is available on the Ethics Commission’s [website](#).

**Item 10: Discussion of Certain City Ethics, Campaign, and Lobbying Laws to be Highlighted in Upcoming Public Outreach.**

The Executive Director led a discussion regarding certain ethics, campaign, and lobbying laws that Commission staff has identified for new and additional modes of outreach. After a discussion, the Chair asked that the matter return to a future meeting, likely in April, for a continuing discussion when all Commissioners can be present.

**Item 11: Announcement of Closed Session Items / Adjourn to Closed Session.**

Commission Chair Sanchez adjourned the meeting to closed session at 6:09 p.m. She stated the Commission would reconvene into open session following the conclusion of closed session to report any action taken during the closed session portion of the meeting.

**Reconvene to Open Session**

Commission Chair Sanchez called the meeting back into open session at approximately 6:13 p.m.

**Reporting Results of Closed Session Meeting of February 8, 2024**

Ms. Cameron reported the results of the closed session meeting of February 8, 2024:

**Item 1: Conference with Legal Counsel (one potential matter)**

**Case No. 2023-20 – Deposit of Contribution, Content of Campaign Statements, Failure to Disclose Subvendors**

Motion: Accept Audit Report  
Moved/Seconded: Cooper/Slack  
Vote: Carried Unanimously  
Absent: Halgren/Hauser

**Item 2: Conference with Legal Counsel**

**Case No. 2023-19 – Misuse of City Position or Resources**

Item continued to next meeting due to lack of quorum.

Absent: Halgren/Hauser  
Recused: Slack

**Adjournment**

The meeting concluded at 6:15 p.m.

[REDACTED]

[REDACTED]

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Caridad Sanchez, Chair  
Ethics Commission

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Victoria Velasquez, Program Manager  
Ethics Commission

***THIS INFORMATION WILL BE MADE AVAILABLE IN ALTERNATIVE FORMATS UPON REQUEST.***

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