



**Minutes for the Meeting of
Thursday, March 13, 2025**

Item 1: Call to Order.

The Commission Chair called the meeting to order at 5:02 p.m.

Item 2: Roll Call.

Present – Commission Chair Paul Cooper, Vice Chair Jimmie Slack, and Commissioners Hon. Laura W. Halgren, James Hauser, Tom Lincoln, Caridad Sanchez, and Deval Zaveri

Staff – Executive Director Sharon Spivak, General Counsel Christina Cameron, Audit Program Manager Rosalba Gomez, Investigative Program Manager Kristina Gagné, Legislative Program Manager Megan Curran, Education Program Manager Ryan O'Connor, Program Manager of Administration and Training Victoria Velasquez, and Incoming Executive Director Bryn Kirvin

Item 3: Approval of Commission Minutes of February 13, 2025

Motion:	Approve Minutes
Moved/Seconded:	Slack/Zaveri
Vote:	6-0
Abstained:	Sanchez

Item 4: Non-Agenda Public Comment

None.

Item 5: Commissioner Comment

None.

Item 6: Executive Director Comment

The Executive Director provided the following report:

Budget update: Ms. Spivak provided a brief overview of the City's timeline for budget approvals.

Training update: Ms. Spivak discussed the overlap training period for Incoming Executive Director Bryn Kirvin. The training included meetings with each Program Manager and Ms. Spivak over the course of several weeks to cover Audits, Education and Advice, Administration and Training/Compliance, Enforcement, Budget, Personnel, Legislation, and Legal with General Counsel Christina Cameron. In addition, Ms. Kirvin attended eight ethics training courses for elected officials, Mayor, staff, and unclassified employees. She took on a couple of slides regarding behested payments in three of the trainings and will resume with the last two trainings for Council offices after Ms. Spivak's retirement.

Ms. Spivak facilitated meetings and introductions with Ms. Kirvin and independent department directors through in-person meetings and lunches, as well as with other executive directors in California, to establish that network.

Ms. Spivak thanked the Mayor and Council for the necessary funding for the overlap training period and the staff for their assistance during their busy workloads.

Service Award: Ms. Spivak presented Ryan O'Connor with a service pin for his 5th anniversary with the City.

Final comments: Ms. Spivak thanked the staff and Chair Cooper for their involvement with the proclamation she received at Council. She also thanked Vice Chair Slack for the kind comments he submitted to Council supporting the proclamation and Commissioner Sanchez for her lovely comments online.

Ms. Spivak provided this part of the speech she made at Council when she received her proclamation: *"It has been my great privilege to serve alongside wonderful colleagues at the City for nearly two decades – 15 years at the City Attorney's Office; almost 4.5 as Executive Director here. My work has been meaningful and I am grateful to all of my colleagues and mentors throughout."* She continued to thank Commissioner Sanchez, the last remaining Commissioner who hired her, and General Counsel Christina Cameron for all her assistance over the years. Lastly, she repeated this final part of her speech to the staff: *"You are an incredibly diligent, committed, hard-working group – I know the city is in good hands as I depart and as you move forward with a new Director. Keep up your amazing work; shedding a spotlight on*

government, ensuring more transparency. Keep expanding our educational reach – especially in campaign finance law, for all who might wish to run for office to help level the playing field. The work is important; and I cannot think of a better group to continue it. This is not goodbye, but I wish you all the best success going forward. Bryn, you are very lucky to have such an experienced, dedicated group to lead; I wish all 6 of you the best going forward.”

Item 7: Consideration of Process to Select the Commission’s Officers for the 2026 Fiscal Year

Motion: Nomination of Chair and Vice Chair at the next meeting with the potential of an election
Moved/Seconded: Lincoln/Halgren
Vote: Carried Unanimously

Item 8: Consideration of Municipal Code Amendments Related to Adding Classified Employees to the Commission’s Jurisdiction

Motion: Submit draft to the City Attorney’s Office
Moved/Seconded: Halgren/Sanchez
Vote: Carried Unanimously

Item 9: Informational Item: Enforcement Program Update

Investigative Program Manager Kristina Gagné presented the monthly Enforcement Program Report.

Item 10: Announcement of Closed Session Items / Adjourn to Closed Session.

Commission Chair Cooper adjourned the meeting to Closed Session at 6:00 p.m. He 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 Cooper called the meeting back into open session at approximately 6:50 p.m.

Reporting Results of Closed Session Meeting of March 13, 2025

Ms. Cameron reported the results of the closed session meeting of March 13, 2025:

Item 1: Conference with Legal Counsel

Case No. 2025-06 - Disclosure of Economic Interests

No reportable action.

Case No. 2025-02 - Disclosure of Economic Interests/Financial Interest in Contract/Misuse of City Position or Resources

No reportable action.

Case No. 2024-29 - Disclosure of Economic Interests/Financial Interest in Contract/Misuse of City Position or Resources

No reportable action.

Case No. 2024-26 - Misuse of City Position or Resources

No reportable action.

Case No. 2024-20 - Misuse of City Position or Resources

No reportable action.

The meeting concluded at 6:55 p.m.

[REDACTED]

Paul Cooper, Chair
Ethics Commission

[REDACTED]

Victoria Velasquez, Program Manager
Ethics Commission

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

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