



King County Board of Ethics
900 Fourth Avenue, Suite 900
Bank of California Building
Seattle, WA 98164 MS BOC-ES-0900
206-296-1586 FAX 206-205--0725
board.ethics@metrokc.gov/ethics/

KING COUNTY BOARD OF ETHICS MEETING NOTICE

When: Tuesday, February 17, 2004, at 4:30 p.m.

Where: Bank of California Building
900 Fourth Avenue, 4th Avenue and Marion Street, Seattle
5th floor conference room, northwest corner of building

AGENDA

1. ***Approval of Agenda.***
2. ***Approval of Special Meeting Minutes of January 17, 2004.***
3. ***2004 – 2005 Work Plan and Initiatives.*** Review, discussion and determination; board reception agenda.
4. ***Informal Board Opinions.*** Discussion of distribution or announcement.
5. ***Awareness Campaign.*** Ethics Help Line card and poster presentation.
6. ***Staff Report***
 - Staff Informational Response Summary
 - Financial Disclosure Update
 - Proposed Ordinance Relating to Oaths for Disclosure Statements and Forms Under the Code of Ethics – update
 - Office Move
 - Frank Schrontz Workshop and Lecture Series

Upon advance request, reasonable accommodations for people with disabilities
are available by calling 206-296-1586 or 771 TTY

ALTERNATE FORMATS AVAILABLE



King County Board of Ethics
900 Fourth Avenue, Suite 900
Bank of California Building
Seattle, WA 98164 MS BOC-ES-0900
206-296-1586 FAX 206-205-0725
Board.ethics@metrokc.gov/ethics/

Minutes of the February 17, 2004, Meeting of the King County Board of Ethics

The February 17, 2004, meeting of the King County Board of Ethics was called to order by Chair Price Spratlen at 4:31 p.m. Board members in attendance were:

Dr. Lois Price Spratlen, Chair
Mr. Roland H. Carlson
Dr. Margaret T. Gordon
Rev. Paul F. Pruitt
Mr. Jerry Saltzman

Others in attendance:

Ms. Catherine A. Clemens, Administrator, King County Board of Ethics

1. *Approval of Agenda.* With minor additions, Mr. Saltzman moved and Mr. Carlson seconded that the Board approve the proposed agenda. The Board unanimously adopted the motion.

2. *Approval of Meeting Minutes of January 17, 2004.* Rev. Pruitt moved and Mr. Carlson seconded that the Board approve the January 17, 2004, meeting minutes. The Board unanimously adopted the motion and the minutes were approved.

Ms. Clemens expressed appreciation to Rev. Pruitt for making the retreat location and refreshments possible. Chair Price Spratlen asked for introductions from all those present.

3. *2004 – 2005 Work Plan and Initiatives.* Ms. Clemens briefed the Board and explained the ordering of the 2004 – 2005 Work Plan and Initiatives, made consistent with Board member comments and suggestions during the retreat. Chair Price Spratlen suggested that Dr. J. Patrick Dobel speak on the topic friendships for those in public office during the May 20th reception. The Board agreed and Dr. Price Spratlen stated her intention to issue the invitation.

The Board reviewed the New Initiatives Under Consideration in order of appearance, beginning with the Awareness Campaign. Chair Price Spratlen voiced her approval of the Ethics Help Line card to be inserted with employee paychecks on February 20th and 26th. She also stated that she would like a Board of Ethics brochure created. Dr. Gordon moved and Mr. Saltzman seconded that a Board of Ethics brochure be created; the motion passed unanimously. Dr. Gordon suggested that the administrator present the Awareness Campaign to students of the University of Washington's Evans School of Public Administration. Dr. Price Spratlen stated she would address the matter with Dr. Dobel.

The Board then discussed the Event for Board and Commission Members or Chairs and Staff Liaisons. Following discussion, the Board agreed that the event should be for chairs only, that it will be informed by the response from chairs to a poll conducted by the administrator in late February, that an ethics game or short quiz might generate interest, that the value of such an event in relation to ethics should be stressed, and that public trust in government is the underlying value. Rev. Pruitt also suggested that chairs be asked to share their ethics-related experiences vis a vis their Boards and commissions. Chair Price Spratlen asked the administrator to bring to the next meeting a matrix identifying all county Boards (i.e. those required to file statements of financial and other interests), their focus of activity, and the frequency with which they meet. The matter will again be reviewed at the next regularly scheduled meeting.

Under Develop Collaborative Working Relationships with Other Jurisdictions, the chair stated the Board's appreciation for Dr. Gordon and Mr. Saltzman taking responsibility for drafting a tri-jurisdictional Statement of Principles with a focus on trust in government. The administrator was directed to provide them with copies of the state and city ethics codes, summaries of those codes, as well as a copy of the state's Statement of Principles.

The Board discussed the Creation of New Publications, including one specifically about the Board, one for Board and commission members, and one for exiting employees. Regarding Other Initiatives, including a lecture series and speakers bureau, the chair concluded and the Board agreed, that the Awareness Campaign was the most important initiative and the others could be accomplished given staff and Board time and resources. Mr. Carlson noted that our first audience is county elected official and employees; informing the public is secondary. It was agreed that the administrator would investigate possibilities now for the future, and Dr. Gordon suggested contacting Mr. Dan Carlson of the UW's School of Public Administration.

4. *Informal Board Opinions.* Ms. Clemens briefed the Board. She stated that during a presentation of the Awareness Campaign to the Department of Executive Services management team, the manager of the information and telecommunications division and the manager of the human resources division inquired about the distribution process related to advisory opinions. They also asked about any distribution process for informal decisions the Board might make during meetings, based on past advisory opinions and the code, that do not result in a new, formal opinion. No formal opinion is created since relevant opinions already exist. Ms. Clemens reviewed the legal requirements under the Code of Ethics and the Procedures for Issuing Advisory Opinions by the King County Board of Ethics. She noted that informal opinions are distributed in several ways. First, the administrator sends a letter summarizing the Board opinion to the requester and other interested parties immediately following the meeting. Second, meeting minutes reflect the Board deliberation and determination. Third, informal opinions by the Board are summarized in the annual report, which is distributed to all county elected officials, department directors, deputies and division managers. Finally, agendas and minutes and the annual report are posted on the ethics Web site; all are distributed in hard copy upon request.

Following discussion, including staff resources and the existing means of distribution of informal opinions, Rev. Pruitt moved that distribution of informal opinions remain as is, but that staff increase the categories of county employees who routinely receive notification of Board meetings and related agenda, including department directors, deputies, and division managers, in addition to the existing list of recipients. Mr. Carlson seconded the motion and the motion passed unanimously. The Board agreed that in this way, interested county

leadership may be made aware of issues of interest prior to meetings, allowing them to attend and follow-up with the Board or office for additional information. Finally, the Board agreed that an alternative description to 'informal Board opinion' be drafted, and that all members would consider alternative language and bring those ideas to the next regularly scheduled meeting for discussion.

5. *Awareness Campaign.* Because information related to the Awareness Campaign was previously discussed under agenda item #3, the chair moved to the next agenda item.

6. *Staff Report.* Ms. Clemens briefed the Board. Staff Informational Response Summary. The ethics administrator issued ten written staff informational responses upon request by county employees between December 15, 2003, through February 5, 2004. Ethics issues addressed by the responses include: use of county property by vendors for sales, use of county equipment – Xerox machines, acceptance of gifts from vendors, conflict for employee – relative hired as consultant, outside employment in similar work as done for the county, use of county resources – county time used for charitable activity, testimony for county vendor, guidelines for Board members with potential conflicts, acceptance of gifts at vendor seminar, and use of county funds – paid attendance at banquet. It was suggested that the summaries not only include the ethics-related topic, but also include the relevant advisory opinion numbers, and be posted on the Web site; however, the administrator stated that such action would require considerable staff work and that in addition, all opinions in their full text are currently on the Web site organized by ethics-related issue. Therefore, such posting would result in a duplication of information on the Web site. Financial Disclosure Update. The administrator stated that statements of financial and other interests are being filed at an accelerated rate this year, due in part to departments requiring employees to file prior to deadline, and to a consistent program employees understand and are used to. Proposed Ordinance Relating to Oaths for Disclosure Statements and Forms Under the Code of Ethics. The administrator did not have information on the current status of this proposed ordinance and will report on the matter at the next regularly scheduled meeting. Office Move. The administrator has been informed by facilities management division that the Ethics office will move to the Bank of America Tower in the spring. Frank Schrontz Workshop and Lecture Series. Ms. Clemens notified the Board of the May 27, 2004, workshop and lecture series; the focus will be on how ethics and compliance and related programs add value, stability, and a positive reputation for private, public and non-profit organizations. She noted that Board members are encouraged to attend and she will be inviting the county executive and senior managers.

The chair asked for any new business or announcement, and hearing none, Dr. Gordon moved and Rev. Pruitt seconded the motion to adjourn the meeting. The Board unanimously approved the motion and the meeting was adjourned at 5:52 p.m.

Approved this 15th day of March, 2004, by the King County Board of Ethics.

Signed for the Board: _____
Roland H. Carlson, Acting Chair