

**APPROVED Minutes Economic Development Reform Panel**

June 18, 2021, 1pm- 2:30 p.m.

- I. **Call to Order:** Chair Ann Marie Tracey  
Panelist in attendance: Tim Burke, Alicia Bond-Lewis, Bobbi Dillon, Guy Guckenberger, Dan Schimberg, KZ Smith and Verna Williams
  
- II. **Approval of 6.11.21 minutes**  
Alicia Bond-Lewis moved to approve  
Guy Guckenberger second the motion
  
- III. **Updated Q&A** (attached) Summary Ann Schooley
  - A. Can calls to the [City's Internal Audit Hotline](#) be kept confidential? What type of Complaints can IA handle? Do they have the Capacity for ethics related complaints?
    - i. If a caller does not give their identity, the call can be kept confidential
    - ii. OEC maintains confidentiality regardless to complainant disclosure because it is [codified in the ORC](#)
    - iii. City Internal Audit does have the capacity to investigate calls pertinent to City jurisdiction. All ethics complaints are directed to Law, Harassment to HR, Operations to CMO.
  - B. Code of Conduct: can the City Manager create a code of conduct for the Mayor, Council Offices, and their legislative staff?
    - i. The City Manager cannot
    - ii. Council would have to create Code of Conduct to self-regulate.
    - iii. The Mayor could adopt Council's code of conduct as applicable to Mayoral staff
  
- IV. **6.18.21 EDRP Recommendations 1- 3** (Codes of Conduct, Whistle Blower Hotline, Training)
  - A. **Code of Conduct**
    - i. Recommendation A, Codes of Conduct, change to "maintain," considering that current Administrative Regulations and HR Policy and Procedures cover employee behavior. In general, modify any reference to employees "involved to the development process" to include "all employees."
    - ii. Recommendation B, recommend that the City Administration prepare and provide City Development Process Guidelines; and clarify whistle blower process and protections.
    - iii. Recommendation C, Codes of Conduct for Council should cover broader behavioral expectations.
  - B. **Whistle Blower Hotline**
    - i. Considering the City's current IA Hotline, change recommendation language to maintain.
    - ii. Recommend a that the City Administration update descriptions for the hotline, provide disclaimers to preserve confidentiality, protections and clarify the investigative process.
    - iii. Include recommendations on how the City may better publicize the hotline.

- iv. Reference protections to whistle blowers, as indicated in the [ORC linked here](#), and should the City consider any protection for report of political infractions and add something beyond Ohio law and local law, [CMC 308-79](#)?
- v. For Law – what protections are granted via City Law vs State law?
- vi. Although the City can create additional protections beyond the state, the City cannot require less than the State.
- vii. Does Council need to make certain that they have adequate Whistle Blower protection or will those under City staff be applicable?

### C. Training

- i. Employees
  - 1. Modify any reference to employees “involved to the development process” to include “all employees,”
  - 2. Consider work topic specific trainings e.g. development process, whistle blower protections etc.
- ii. Council/Candidates
  - 1. Although Council cannot require Candidates running for council to receive training, City Council could adopt a position on recommending training, topics, and timing. E.g., on campaign finance, additional training on the charter, roles/responsibilities, ethics etc.
  - 2. [Per issue 2 charter amendment](#). Training is required 60 days after taking office – therefore EDRP recs should mirror charter
  - 3. Should EDRP consider recommendations addressing failure to comply, such as a consequence within the rules of council or public notice of those who failed to take the training?
  - 4. Training to Council, should include Office of Constituent Affairs and the roles/responsibilities as defined by the City Manager in her [1.26.21 Memo](#).
- iii. Developers/Public
  - 1. Recommend that the Administration define developer and any subset of “Developer” and define “active development”
  - 2. Should “Developers,” complete a registration process, maintain a license, or sign a pledge and if so, when they intend to do business with the City or when they are in “active development”
  - 3. Any required training or pledge should be available online when a developer pulls a permit.
  - 4. EDRP members are requested to send additional suggestions to Chair to revisit

### V. Other business

- A. Tabled Discussion re: Campaign Contributions
  - i. Before next meeting, EDRP members should review the latest restrictions on LLC contributions via [CMC re: Campaign Finance](#).

- ii. EDRP members should also review summary of Laws upon receipt from Ann Schooley.

**B. Drafting the Report**

- i. EDRP members interested in drafting background on specific sections are encouraged to notify the Chair.
- ii. Chair to send out a redline/track changes of current recommendation document before next meeting.

Meeting adjourned 2:47pm

**The Next Meeting is Friday June 25, 2021, at 1pm**