

MINUTES OF THE
SANTA FE COUNTY
ETHICS BOARD MEETING

September 1, 2022

I. Call to Order

This meeting of the Santa Fe County Ethics Board was convened by Vice Chair "Rosey" Rosanbalm, on the above-cited date at approximately 2:00 p.m. in the Agua Fria Conference Room, 102 Grant Avenue, Santa Fe, New Mexico.

This meeting was available on a video/audio platform.

II. Roll Call

Roll call indicated the presence of a quorum as follows:

Member Present:

Michael "Rosey" Rosanbalm, Vice Chair
Greg Coplans
Jonelle Maison
Tom Quaid

Members Excused:

Carol Thompson, Chair

Others Present:

Olivia Romo, Manager's Office
Estevan Sanchez, Assistant County Attorney

III. Approval of Agenda

There were no changes and the agenda was accepted by consensus.

IV. Approval of July 11, 2022 Meeting Minutes

Ms. Maison moved to approve and Mr. Quaid seconded. The motion passed without opposition.

V. Introduction of New Member Tom Quaid

Mr. Quaid introduced himself as a 20-year resident of Santa Fe and was pleased to serve on this Board.

SEC CLERK RECORDED 11/23/2022

VI. Ethics Board Website Review

Mr. Coplans said the website is out of date and at a minimum, the recent ordinance should be posted and former member Judith Kaye's name removed with new member Tom Quaid's name added.

Ms. Romo said Daniel Fresquez is the County's Media Coordinator who manages the website and works under the Manager's office. An outside vendor will be assisting in overhauling the website. Mr. Sanchez confirmed that the County Manager's Office administers and approves content on the website. This board can make recommendations to the County Manager regarding the Ethics Board website page. He agreed with an earlier recommendation made by Mr. Coplans to include a flowchart of how complaints are handled.

Ms. Romo suggested an informal conference, with less than a quorum, where this Board can discuss with Mr. Fresquez the desired contents on the Ethics Board website.

Since the informal meeting would provide direction and no action, a discussion of whether if there were a quorum it had to adhere with the Open Meetings Act requirements.

VII. Update on Training

Mr. Coplans said with the BCC's passage of the revised ordinance, the Board's work on that front is completed. The next step is to review the education/training on the Code of Conduct/ethics. This Board would not be conducting trainings but rather would review and critique the trainings to ensure accuracy.

Mr. Sanchez said annually every Santa Fe County employee must participate in two trainings: ethics and workplace harassment prevention. The course is two hours. Currently, the course is offered over Webex with a lead trainer from the County's Human Resources Department. The different bargaining unit agreements dictate the length and frequency of trainings. He recently took the course and recognized the new ordinance was not used. He understood HR was open to this board's input and it is the HR Director who has authority regarding trainings. The training outlines how complaints are made and Mr. Sanchez suggested that area could be further clarified.

Regarding elected and appointed officials, Mr. Sanchez said he spoke to the County Manager's Office about trainings and there will be new County Commissioners coming onboard in January 2023, as well as newly appointed officials. Currently, elected and appointed officials are provided documentation but are not formally trained on the contents. The Manager's Office is interested in ensuring these individuals receive training and welcomes this board's involvement.

It was noted that state legislators are required to have two hours of ethics training biannually and there was consensus that Code of Conduct/ethics training would be very valuable for the County Commissioners.

Expounding on the concept of having Commissioners and other elected officials trained, Mr. Coplans said it “sets the tone at the top” and provides a stronger message to employees. He championed promoting that idea.

Mr. Sanchez suggested involving HR in a meeting to discuss the training component.

A suggestion to post the ethics training on the Ethics Board website was mentioned.

It was mentioned that the state has published a model Code of Conduct. An effective educational tool for ethics is story form and examples.

Mr. Coplans said he has extensive training experience around the world and a problem with online training is retaining the participants’ attention. Mr. Sanchez said at the training he recently took, the HR representative had trainees read portions of the material aloud and individuals were called upon to answer questions. He added that classes are kept small and offered a couple of times a month.

Mr. Sanchez offered to inquire as to whether the members of this board can audit the class.

Regarding the next meeting, it was noted that one member would be traveling the second half of September and another would be out for the month of October.

Mr. Coplans said he could read through the Code of Conduct for concepts that should be presented at the power point trainings.

Trying to review materials and talking to other County officials is made difficult by having to adhere to the OMA. The notion of “working group” meetings and the concerns of a rolling quorum were mentioned.

Ms. Romo offered to retrieve copies of the Code of Conduct and take the board’s comments at this meeting. Staff was here to assist. Mr. Sanchez recommended that each of the members review the handbook and provide their comments to staff.

It’s important that HR know there is a new ordinance to be incorporated within their trainings. Mr. Sanchez said he advised HR of the Ethic Board’s interest in being involved in the process of updating the training.

There was consensus that, if possible, to hold an informal meeting before September 12th with Media Coordinator Fresquez to discuss updating the content of the website and with the HR training people to discuss trainings. Noting this was not a policymaking meeting,

it was argued that the meeting did not require notice or compliance with the OMA and staff offered to discuss that with the County Attorney's Office.

VIII. Other Business

None was offered

IX. Matters from the Public

None was offered

X. Adjourn

With no further business and having completed the agenda, Vice Chair Rosanbalm declared the meeting adjourned at 3:00 p.m.

Approved by:



Michael "Rosey" Rosanbalm
Ethics Board Vice President

Respectfully submitted:

Karen Farrell, Wordswork

COUNTY OF SANTA FE) ETHICS BOARD MINUTES
STATE OF NEW MEXICO) ss PAGES: 4

I Hereby Certify That This Instrument Was Filed for
Record On The 23RD Day Of November, 2022 at 02:48:17 PM
And Was Duly Recorded as Instrument # 2002026
Of The Records Of Santa Fe County

Witness My Hand And Seal Of Office
Katharine E. Clark

Deputy Destiny Romero County Clerk, Santa Fe, NM



SFC CLERK RECORDED 11/23/2022