



**MINUTES FOR BOARD OF ETHICS  
SPECIAL MEETING  
CITY OF HIGHLAND VILLAGE, TEXAS  
November 15, 2012**

**1. Call to Order for Board of Ethics**

Vice Chairperson Moody called the meeting to order at 6:04 p.m.

**2. Roll Call and Introductions**

Board of Ethics Representatives Present:

Stephanie Askew  
Heather Berner  
Latisha Davis  
Allison Lassahn

Board of Ethics Representatives Absent:

Dee Leggett

Staff Representatives Present:

Martha Butz, Director of Human Resources  
Janel McGhee, Staffing & Development Coordinator

**3. Consider Approval of Minutes from the Special Meeting Held on November 1, 2011 .**

Ms. Askew made a motion to approve the minutes from the Special Meeting held on November 1, 2011. Ms. Davis seconded. The motion carried unanimously. (4-0)

**4. Elect Officers (Chairman and Vice Chairman)**

Ms. Askew volunteered to serve as Chairperson. Ms. Moody made a motion for Ms. Askew to serve as Chairperson. Ms. Davis seconded. The motion carried unanimously. (4-0)

Ms. Moody volunteered to serve as Vice Chairperson. Ms. Davis made a motion for Ms. Moody to serve as Vice Chairperson. Ms. Askew seconded. The motion carried unanimously. (4-0)

**5. Discuss Ethics Ordinance, Complaint Form and 2010 Texas Ethics, Gift and Honorarium Laws Made Easy**

Ms. Butz advised that the Ethics Ordinance was revised in 2007 to reflect the State and Federal Laws regarding ethics and is tighter than it has been previously. Ms. Butz also made note of Section VII "Complaint Procedure" and the "Complaint Form". Ms. Butz also advised that if a member of the board was approached individually to respond that they cannot speak as an individual that they were appointed to speak collectively as a board and that there was a process to follow.

