1. **Call to Order for Board of Ethics**  
   Chairman Brian Tackett called meeting to order at 6:00 p.m.

2. **Roll Call and Introductions**  
   Board of Ethics Representatives Present:  
   Brian Tackett  
   Steven Deel  
   Kevin McMahan  
   James Burmeister

   **Board of Ethics Representatives Absent:**  
   Benjamin Somero

   **Staff Representative Present:**  
   Jana Onstead, Director of Human Resources  
   Vanesa Childers, HR Generalist

3. **Consider Approval of Minutes from the Special Meeting Held on November 6, 2017**  
   Mr. Burmeister made a motion to approve the minutes from meeting held November 6, 2017.  
   Mr. McMahan seconded. The motion carried unanimously. (4-0)

4. **Elect Officers (Chairman and Vice Chairman)**  
   Mr. Tackett made a motion to nominate Steven Deel as Chairman. Mr. Burmeister seconded the motion. The motion carried unanimously. (4-0)  
   Mr. Deel made a motion to nominate James Burmeister as Vice Chairman. Mr. Tackett seconded the motion. The motion carried unanimously. (4-0)

5. **Discuss Ethics Ordinance, and Role of Board of Ethics**  
   There was no discussion as the board has an understanding of their role. The board members were comfortable to move forward.

6. **Other Business and Discussion on Future Agenda Items**  
   Ms. Onstead made the board aware they could sign up to receive notifications on topics they are interested in on the City website. Mr. McMahan asked about meeting minutes and notifications. Ms. Onstead advised that in November and December council would only meet one time due to the holidays instead of their normal second and fourth Tuesday of each
month. Mr. Burmeister asked about terms for members. Ms. Onstead advised terms were two years with the option to extend an additional two years.

7. Adjournment
Mr. McMahan made a motion to adjourn. Mr. Tackett seconded. The motion was carried unanimously. (4-0) The meeting was adjourned at 6:09 p.m.