



**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF ETHICS  
CITY OF HIGHLAND VILLAGE, TEXAS  
THURSDAY, NOVEMBER 14<sup>TH</sup>, 2019**

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

Chairman Steven Deel called meeting to order at 6:00 p.m.

**2. Roll Call and Introductions**

Board of Ethics Representatives Present:

Benjamin Somero

Steven Deel

Kevin McMahan

**Board of Ethics Representatives Absent:**

Brian Tackett

James Burmeister

**Staff Representative Present:**

Jana Onstead, Director of Human Resources

Kerry Conrad, HR Generalist

**3. Consider Approval of Minutes from the Special Meeting Held on November 12, 2018**

Mr. Somero made a motion to approve the minutes from meeting held November 12, 2018.

Mr. McMahan seconded. The motion carried unanimously. (3-0)

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

Mr. Deel made a motion to nominate James Burmeister as Chairman. Mr. Somero seconded the motion. The motion carried unanimously. (3-0) Mr. Somero made a motion to nominate Kevin McMahan as Vice Chairman. Mr. Deel seconded the motion. The motion carried unanimously. (3-0)

**5. Discuss Ethics Ordinance, and Role of Board of Ethics**

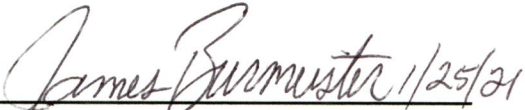
There was no discussion as the board has an understanding of their role. The board members were comfortable to move forward.

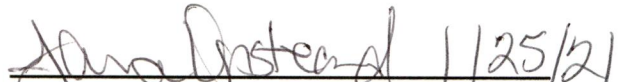
**6. Other Business and Discussion on Future Agenda Items**

Ms. Onstead made the board aware that text messages related to board business are subject to open records requests and thus should be backed up periodically.

**7. Adjournment**

Mr. Deel made a motion to adjourn. Mr. Somero seconded. The motion was carried unanimously. (3-0) The meeting was adjourned at 6:10 p.m.

  
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James Burmeister                      Date  
Chairman

  
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Jana Onstead                      Date  
HR Director