

MINUTES OF THE
SANTA FE COUNTY
ETHICS BOARD MEETING

Santa Fe, New Mexico

July 13, 2020

I. This meeting of the Santa Fe County Ethics Board was convened by Chair Carol Thompson, on the above-cited date at approximately 1:30 p.m.

In accordance with the Public Health Emergency Order issued by the State of New Mexico, and pursuant to the New Mexico Attorney General's Open Government Division Advisory during COVID-19, public entities are authorized to conduct virtual meetings.

II. Roll call indicated the presence of a quorum as follows:

Members Present:

Carol Thompson, Chair
James Hayes
Linda Ramos
Michael "Rosey" Rosanbalm

Member(s) Excused:

[One Vacancy]

County Staff Present:

Lisa Katonak, Manager's Office
Cristella Valdez, Assistant Attorney
Carmelina Hart, Communications Coordinator
Jennifer Manzanares, Deputy Treasurer (Treasurer-elect)

For the record, Chair Thompson stated that on December 20, 2019, Peter Dodds sent an email officially resigning from the committee.

III. Approval of Agenda

Upon motion by Mr. Rosanbalm and second by Ms. Ramos, the agenda was unanimously approved as published.

SFC CLERK RECORDED 03/29/2021

IV. Approval of March 7, 2019 Minutes

Upon motion by Mr. Rosanbalm and second by Ms. Ramos, the minutes were approved without opposition.

V. Consideration and Possible Action Regarding Request for Advisory Opinion by Jennifer Manzanares pursuant to Section 24 (J) of the Santa Fe County Code of Conduct

As Santa Fe County Treasurer-elect, Ms. Manzanares said she was asking the committee for guidance on 1) her volunteer service for the non-profit Pathways Shelter Board where she has been asked to serve on their finance committee, and 2) she is a trauma-informed care trainer and may be contracted or volunteer to do such training.

Ms. Manzanares said as an employee she has met the employee handbook regulations 6.19, regarding service on boards, commissions, committees and groups, and has received approval by the required personnel.

Ms. Manzanares said the County through its Community Services Department (CSD) awarded funding to Pathways Shelter. She wanted the Ethics Board to know of this and pointed out the Treasurer's Office has nothing to do with the award.

Mr. Rosanbalm asked whether there was any time that the Treasurer or Deputy Treasurer would advocate for funding to Pathways. Ms. Manzanares said no, the award was made through CSD. She mentioned that Manager Miller is aware of her service to the shelter and added that she has a passion to serve the homeless. The shelter is located in Española within Santa Fe County.

There was committee consensus that there appeared to be no conflict with Ms. Manzanares' volunteer services with Pathways Shelter.

Mr. Rosanbalm moved that as Deputy Treasurer, the Ethics Board understood that Ms. Manzanares has followed the guidelines as outlined in the HR Handbook and the committee perceives no conflict of interest. Ms. Ramos seconded. The motion passed without opposition.

Regarding Ms. Manzanares' outside employment as a trauma-informed care trainer, and contract employee with the Santa Fe Public Schools as an opioid prevention education trainer, Chair Thompson said she understood the HR Handbook regulations were followed. Ms. Manzanares confirmed she disclosed these relationships when hired as Deputy Treasurer. She noted that she was one of two trainers in northern New Mexico and wanted to provide services if called on. There may be other non-profits seeking Ms. Manzanares' trauma and/or opioid training expertise and she wanted the Ethic Board's opinion on this matter.

There was committee agreement that if Ms. Manzanares follows the guidelines established in Section 6.6 of the HR Handbook they were comfortable with these associations.

In the form of a motion, Mr. Hayes said the Ethics Board opines that regarding the relationships Ms. Manzanares has for training services – trauma and opioids – and with the adherence to 6.6. there appears to be no conflict of interest. Ms. Ramos seconded. The motion passed without opposition.

Mr. Rosanbalm said as an elected official Ordinance 2010-12 would apply and Ms. Manzanares’ outside endeavors do not appear to conflict with duties as County Treasurer. He said he was not concerned unless the Treasurer’s office created the line item to fund such endeavors or agencies where her services were rendered. He advised Ms. Manzanares to be careful and mindful of these restrictions. They appear more subjective than the HR Manual.

Ms. Manzanares said Pathway Shelters is aware of her situation and she will step down from the Board if a conflict is perceived. She reiterated that the Office of the Treasurer has nothing to do with the County awarding funding to Pathways.

Mr. Rosanbalm commented that as an elected official, Ms. Manzanares takes an oath to fulfill the responsibilities and uphold the public trust. He invited her to return to the committee if she finds herself experiencing a predicament.

VI. Adjournment

Upon motion by Mr. Hayes and second by Ms. Ramos, Chair Thompson declared the meeting adjourned at 2:20 p.m.

Approved by:

Carol Thompson
Carol Thompson, Chair

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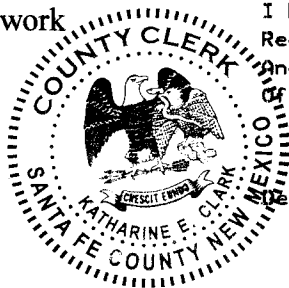
Respectfully submitted by:

Karen Farrell, Wordswork

COUNTY OF SANTA FE)
STATE OF NEW MEXICO) ss

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I Hereby Certify That This Instrument Was Filed for
Record On The 29TH Day Of March, 2021 at 12:03:39 PM
And Was Duly Recorded as Instrument # 1947992
Of The Records Of Santa Fe County



Witness My Hand And Seal Of Office
Katharine E. Clark
Deputy County Clerk, Santa Fe, NM

Katharine E. Clark