

# City of Pomona

505 S. Garey Ave  
Pomona, CA 91766

## Special Meeting Minutes

### ETHICS COMMISSION



*Chairperson John Clifford (D6)*  
*Vice-Chairperson Lidia Manzanares (Mayoral Appointee)*  
*Commissioner Sandra Christensen (D1)*  
*Commissioner Derek Engdahl (D2)*  
*Commissioner Wayne Schmidt (D3)*  
*Commissioner Bernice Stillions (D4)*  
*Commissioner Lucille Lyon (D5)*

#### **VISION STATEMENT**

*Pomona will be recognized as a vibrant, safe, beautiful community that is a fun and exciting destination and the home of arts and artists, students and scholars, business and industry.*

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Thursday, November 20, 2025

6:30 P.M.

Council Chambers

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#### **6:30 P.M. Council Chambers**

#### **CALL TO ORDER**

Chair, John Clifford called the Ethics Commission Meeting to order at 6:30 p.m.

#### **PLEDGE OF ALLEGIANCE**

Commissioner Manzanares led the Pledge of Allegiance.

#### **ROLL CALL**

Present:

- Vice-Chair Lidia Manzanares
- Commissioner Sandra Christensen
- Commissioner Derek Engdahl
- Commissioner Wayne Schmidt
- Commissioner Bernice Stillions
- Commissioner Lucille Lyon
- Chair John Clifford

#### **STAFF PRESENT**

Chris Munoz, Human Resources Manager/Staff Liaison  
Astrid Lamers, Senior Administrative Assistant/Commission Secretary

**PUBLIC COMMENT**

There was no public comment.

**COMMISSIONER COMMUNICATION**

Commissioner Lyon will continue to share articles when she comes across any related to Ethics.

Chair Clifford attended the State of the City event and thought it was wonderful. He also attended the Brewing a Better Pomona event which focused on innovation.

Commissioner Engdahl visited the soft opening of the Living Hope Foundation's Sospeso. He made some connections and noted that it should be fully launched in a couple of weeks.

Chair Clifford reminded Commissioners that election time has started. The draft ethics policy may restrict Commissioners from contributing to local candidates, being on a campaign, or making donations.

**STAFF COMMUNICATION**

HR Manager/Staff Liaison, Chris Munoz, notified the Commission that the City Clerk was still working on reviewing the Ethics policy.

Chair Clifford inquired about the tree lighting ceremony. Secretary Lamers notified Commissioners that the tree lighting ceremony will be held on Monday, December 1, 2025, at 6:30 p.m.

**CONSENT CALENDAR**

1. Approval of the Meeting Minutes

It is recommended that the Commission members approve the following Ethics Commission Meeting minutes.

October 23, 2025

**MOTION BY COMMISSIONER SCHMIDT, SECOND BY COMMISSIONER LYON CARRIED 7-0, to approve the October 23, 2025, meeting minutes.**

**DISCUSSION CALENDAR**

2. Report from the Ad-Hoc Scope of Work Sub-Committee

Commissioner Engdahl provided an update to the Commission. The Sub-Committee created a draft complaint form and draft intake process and were open to feedback on both

documents.

Commissioners chimed in with their feedback.

The Sub-Committee will continue to work on the documents and will return with revised documents at the regular meeting in January.

**No action was taken on this item.**

### 3. Continued Discussion Regarding Candidate Training

Chair Clifford requested that this item come back to the Commission at the next meeting. The Commission will discuss a potential Sub-Committee that will create the syllabus, training materials, schedule, and decide who will present at the training.

**No action was taken on this item.**

### 4. Discussion Regarding the December Ethics Commission Meeting

It is recommended that the Commission discuss options for addressing the December meeting due to conflicts with an all-employee event.

HR Manager/Staff Liaison Munoz recommended the Commission go dark in December due to lack of business. The Ethics policy is still being reviewed by the office of the City Clerk and we do not anticipate an update coming forward until January.

Chair Clifford expressed concerns with the policy not being finalized by the end of January.

Staff suggested the possibility of the Commission providing City Council with an update if the deadline outlined in the Recommendations document was not going to be met.

Commissioners agreed that the Commission should go dark in December.

**MOTION BY VICE-CHAIR MANZANARES, SECOND BY COMMISSIONER ENGDAHL CARRIED 7-0, to go dark in December.**

### 5. Discuss Commissioner Absences Within a 12-Month Period Per Commission Bylaws

Secretary Lamers reiterated the attendance policy outlined in the bylaws. Commissioner Manzanares has had a total of three (3) excused and unexcused absences this calendar year.

**MOTION BY COMMISSIONER CHRISTENSEN, SECOND BY CHAIR CLIFFORD FAILED 7-0, to recommend to the City Council Commissioner Manzanares' removal.**

**ADJOURNMENT**

Chair Clifford adjourned the meeting at 8:10 p.m. to the next regularly scheduled meeting on Thursday, January 22, 2026.

Respectfully submitted,

ATTEST:

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ASTRID LAMERS  
Senior Admin Assistant/Commission  
Secretary to the Ethics Commission

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JOHN CLIFFORD  
Chair of the Ethics Commission