

City of Pomona

505 S. Garey Ave
Pomona, CA 91766

Regular 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.

Thursday, January 22, 2026

6:30 P.M.

Council Chambers

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 Schmidt led the Pledge of Allegiance.

ROLL CALL

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

Absent: Commissioner Sandra Christensen

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 Schmidt went through the Ethics Ordinance and with some help was able to identify who the officers of the organization are. As outlined in the Municipal Code section 707, departments, offices and agencies shall be administered by an officer appointed by and subject to the direction and supervision of the City Manager.

Commissioner Schmidt would like to place a discussion item on a future agenda to memorialize the modifications that have been made to the scope, duties and responsibilities of the Commission.

MOTION BY COMMISSIONER SCHMIDT, SECOND BY COMMISSIONER STILLIONS CARRIED 6-0 (COMMISSIONER CHRISTENSEN ABSENT), to place on a future agenda a discussion item to memorialize changes to the duties and responsibilities of the Ethics Commission.

Chair Clifford shared that there was a great Christmas parade. He also attended the Posada at the Fox, 60th annual Garey High School orchestra performance, and wished everyone a Happy New Year.

STAFF COMMUNICATION

There was no communication from staff.

CONSENT CALENDAR

1. Approval of the Meeting Minutes

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

November 20, 2025

MOTION BY COMMISSIONER LYON, SECOND BY COMMISSIONER SCHMIDT CARRIED 6-0 (COMMISSIONER CHRISTENSEN ABSENT), to approve the November 20, 2025, meeting minutes.

DISCUSSION CALENDAR

2. Update on Ethics Policy

HR Manager/Staff Liaison, Chris Munoz notified Commissioners that the policy is still being reviewed by legal. Once reviewed by legal, we will schedule a meeting with the Sub-

Committee. Since the Commission was unable to meet the January deadline, the City Manager will be providing a verbal update to the City Council during the City Manager Communications portion of the January 26, 2026, Council Meeting.

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

Physical copies of the documents associated with this item were printed for Commissioners, staff and members of the public to view and are attached as Exhibit A.

Vice-Chair Manzanares provided an update to the Commission regarding the form and intake process.

Commissioners provided feedback and recommendations.

Chair Clifford stressed the importance of getting documents to the Secretary by the deadline for inclusion in the packet to allow Commissioners the opportunity to thoroughly review them prior to the commission meetings

Additionally, Chair Clifford stated that at the last City Council meeting, during public comment, a member of the public brought forth some serious allegations against a Commission. He is concerned that the complaint was not referred to the Ethics Commission. HR Manager/Staff Liaison, Chris Munoz, stated that there is currently no process in place to refer complaints to the Commission. The processes are still being developed and have not yet been approved by the Commission, staff, and legal.

During the next meeting, the Commission hopes to vote on final drafts of the intake form and process.

No action was taken on this item.

4. Continued Discussion Regarding Candidate Training

At the last meeting, the Commission agreed that they would put together a sub-committee that will work with the City Clerk to create the syllabus, training materials, and schedule.

Chair Clifford offered to serve on the sub-committee.

Commissioner Schmidt and Commission Lyon also offered to serve on the sub-committee.

Chair Clifford stated he would try to get in touch with the City Clerk to set-up a meeting.

No further action was taken on this item.

ADJOURNMENT

Chair Clifford adjourned the meeting at 7:29 p.m. to the next regularly scheduled meeting on Thursday, February 22, 2026, at 6:30 p.m.

Respectfully submitted,

ATTEST:

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

JOHN CLIFFORD
Chair of the Ethics Commission

Complainant Information

- **Name:** _____
- **Address:** _____
- **Phone Number:** _____
- **Email Address:** _____
- **Preferred Contact Method:** Phone Email Mail Prefer not to be contacted

Are you a: Resident Visitor Vendor Other: _____

- **Can a Member of the City Contact You?** _____

Confidentiality and Acknowledgement

- Do you wish to remain anonymous?
 - Yes (*Please note that anonymity may limit the ability to investigate*)
 - No
- I affirm that the information provided is true to the best of my knowledge.

Signature: _____

Date: _____

Definitions:

Ethics Violation: Breach of laws, regulations, or codes of conduct by a public official or employee that compromises the integrity, impartiality, or fairness of their duties. It involves using public office for personal gain, failing to avoid conflicts of interest, or failing to act in the best interest of the public.

Campaign Violation: An action by a government official, employee, or entity that breaks laws or regulations governing electioneering, campaign finance, or the use of public resources for political purposes. These violations generally involve using public office, time, equipment, or funds to influence elections, or violating restrictions on how campaign funds are raised and spent.

Inappropriate Conduct: Any behavior by a public official or employee that violates established laws, regulations, policies, or ethical standards, thereby undermining public trust, safety, or the integrity of government operations. This conduct often includes actions that are insulting, intimidating, humiliating, malicious, or offensive.

Brown Act Violation: When a legislative body fails to conduct its meetings in an open, public, and properly noticed manner, as required by the Ralph M. Brown Act (Government Code § 54950 et seq.). The Act generally requires that all deliberations and actions take place in public, with limited exceptions for authorized closed sessions.

Additional Notes related to this Form

Email response to receiving the Complaint form.

This message confirms we have received your Ethics Complaint Form. We appreciate you bringing this matter to our attention.

The Human Resources team will review your submission promptly and handle it in accordance with City and Ethics policies. Please note that we take all concerns seriously and will maintain confidentiality to the fullest extent possible.

If we require additional information or clarification (and you did not submit anonymously), we may contact you directly.

(add link to the process/webpage)

Ethics Commission Scope of Work Committee Draft Intake Process

Complaint Intake Process

- 1) Complaint received through website/hotline
 - a) HR performs review by sorting the complaint and determining if the City has jurisdiction and if the complaint warrants investigation.
 - i) Reference number is assigned to that complaint.
 - ii) If the complaint is made about an employee, HR will conduct an investigation.
 - (1) HR notifies the Ethics Commission that a general complaint has been made against an employee and is being investigated.
Provides the applicable reference number.
 - iii) If the complaint is made against an elected official or appointed commissioner, the Ethics Commission is notified if a complaint is made.
 - iv) City staff determines whether the matter should be referred to:
 - (a) The City Attorney
 - (b) A third-party investigator if applicable
 - (c) Refer to the California Fair Political Practices Commission (FPPC)
- 2) If a complaint is made as a part of public comments during an official Ethics Commission meeting, a Complaint Form will be provided to the individual making the complaint. The form will then be given to HR Liaison in attendance and follow the same process as a complaint made via the hotline or website. Anyone making a complaint of violations to other city commissions or the City Council will also be provided with a Complaint Form or directed to the website/hotline.
- 3) Investigation findings will be presented to the Ethics Commission
 - a) If the complaint is of an ethical violation against a city employee, the following findings will be reported to the Commission.
 - i) Nature of the complaint (as much as possible that does not include Personally Identifiable Information.
 - ii) Findings
 - iii) Resolution (as much as possible that does not include Personally Identifiable Information (PII)
 - iv) City's recommendations on how to prevent future incidents of the same nature.

- b) If the complaint is against an elected official or commissioner, the matter will be investigated per Section 1.a.iii. The following findings will be reported to the Commission
 - i) Nature of the Complaint against whom
 - ii) Findings of investigation

- 4) Ethics Commission Action
 - a) The Ethics Commission will receive a report of complaints and investigations. The Ethics Commission will review the investigative findings and may propose recommendations.