

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, September 25, 2025

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 Lyon 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
Rosalia Butler, City Clerk
Astrid Lamers, Senior Administrative Assistant/Commission Secretary

PUBLIC COMMENT

There was no public comment.

COMMISSIONER COMMUNICATION

There was a brief discussion regarding whether the Ordinance sub-committee should be reinstated to work through issues regarding enforcement. Chair Clifford stated that we were going to wait until the policy was set and the enforcement part would come under the scope of work sub-committee. The ordinance sub-committee was put in abeyance until such time that the sub-committee would be brought back. The scope of work item is agendized and therefore the discussion was halted.

As part of outreach, Chair Clifford stated that he posted about the meeting, and he had somebody submit a concern to him. The complainant stated that at a recent planning commission meeting, they were appalled by a planning commissioner who openly minimized the audience's perspective, implying they lacked value. Another concerned citizen said they were going to submit a concern but did not. Additionally, Chair Clifford notified Commissioners about upcoming civic functions. October 2nd & 4th – library re-grand-opening and open house. The passport office is now open, and hours are better than the post office. The library will be hosting an author's event on October 11th.

STAFF COMMUNICATION

HR Manager/Staff Liaison, Chris Munoz, mentioned that she was trying to get in touch with Facilities Maintenance regarding the air conditioning. Further, in a recent City Manager's report, under the City Clerk section, it was announced that the City Clerk had updated the Commission website with a new method for applying for Commission vacancies. The Commissioners were shown the new site.

City Clerk, Rosalia Butler had staff pull up the recreation guide. There is a page in the guide that has been dedicated to the Commissions which lists each Commission and current vacancies. The purpose of City Clerk, Butler's visit is to ensure that everyone is up to date with their Ethics training and Form 700's. She has come across some commissioners that are not compliant and following her visits to each Commission and with the approval of the City Manager's office, she will come back to the Ethics Commission with a list of names of those that remain out of compliance. She also mentioned that a couple of the commissions have requested Brown Act training.

Chair Clifford stated that the Ethics Commission should have some involvement in the Brown Act training.

Clerk Butler suggested agendizing an item to discuss the training further.

CONSENT CALENDAR

1. Approval of the Meeting Minutes

It is recommended that the Commission members approve the following Ethics

Commission Meeting minutes.

August 28, 2025

Chair Clifford requested that the minutes reflect his request for the election schedule that was made at the previous meeting under the discussion item concerning candidate training. Clerk Butler stated that staff would check the recording and have the September 25th meeting minutes reflect the request. The recording was checked, and the request was in fact made to have an election schedule for the next meeting. Staff planned to pull the election schedule up on the screen during the discussion item, in addition, Commission members were sent the link to the election schedule via email on September 30, 2025.

MOTION BY COMMISSIONER SCHMIDT, SECOND BY COMMISSIONER CHRISTENSEN CARRIED 7-0, to approve the August 28, 2025, meeting minutes.

DISCUSSION CALENDAR

2. Report from the Ad-Hoc Ethics Policy Sub-Committee

Vice-Chair Manzanares provided an update to the Commission and opened it up for discussion. Following a fruitful discussion, the Commission agreed that it would be beneficial for the City Clerk to review the first draft of the policy and align it with the City's Municipal Code, Charter, and State and Federal law.

MOTION BY COMMISSIONER CHRISTENSEN, SECOND BY COMMISSIONER SCHMIDT CARRIED 7-0, to have the City Clerk review the first draft of the Ethics policy.

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

Commissioner Engdahl provided a brief update to the Commission.

No action was taken on this item.

4. Discussion Regarding the Ethics Web Page Description and Draft Intake Form

Chair Clifford put together a draft statement for the Ethics webpage and a draft intake form for discussion and feedback. Chair Clifford was not aware that the Scope of Work Sub-Committee was working on a draft intake form. The sub-committee will continue their work on the intake form.

There was a document that was passed out by Commissioner Lyon, Clerk Butler interjected that the item needed to be made part of the record since it was being passed out amongst Commission members. The document is attached as Exhibit A.

Commissioners revised the webpage statement and agreed that staff would send the revised statement to the Commission via email for review prior to being posted.

MOTION BY COMMISSIONER ENGDAHL, SECOND BY COMMISSIONER SCHMIDT CARRIED 7-0, to approve the Ethics Commission webpage statement as amended.

5. Continued Discussion Regarding Candidate Training

The timeline of dates was presented to the Commissioners via the City of Pomona City Clerk's website and lavote.gov calendar of events. Further, the links were sent to Commissioners via email on September 30, 2025. At present, there is no formal training offered to candidates, but Clerk Butler stated that she would like to work with the Commission to develop that training.

City Clerk Butler stated she would prepare a syllabus and timeline and have it put together by the next meeting.

MOTION BY COMMISSIONER SCHMIDT, SECOND BY COMMISSIONER CHRISTENSEN CARRIED 7-0, to have the City Clerk bring forth a syllabus to assist in developing the candidate training.

ADJOURNMENT

Chair Clifford adjourned the meeting at 9:04 p.m. to the next regularly scheduled meeting on Thursday, October 23, 2025, 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

Feedback on Ethics Intake form

1. Add information as to scope of what the Ethics Committee can address:
 - Campaign finance limits.
 - Campaign funds.
 - Honoraria.
 - Honorarium.
 - Gifts.
 - Travel.
 - Conflict of Interest.
 - Nepotism.
 - Brown Act Violations
- 2, General Information on referring party is fine.
2. Brief description of the alleged violation.
3. Recommended Solution.
4. Signature of the person submitting the complaint.
5. Statement indicating confidentiality of the referring party.
6. Date
7. Section related to:
 - Receipt of the Complaint.
 - Date of Acknowledgement Letter