



STATE OF WASHINGTON
COMMISSION ON HISPANIC AFFAIRS
COMISIÓN DE ASUNTOS HISPANOS

CHA Monthly Conference Call
Friday, August 13, 2021
10:00AM – 11:00AM

Meeting called to order at 10:07 AM.

Roll Call:

Name	Title	Organization	Present
Bernal Baca	Chair	CHA	YES
Brian Moreno	Vice Chair	CHA	YES
Candice Garza	Commissioner	CHA	NO
Jessica Hernandez	Commissioner	CHA	YES
Lili Navarrete	Commissioner	CHA	YES
Lina Alvarez	Vice Chair	CHA	YES
Lola Flores	Commissioner	CHA	YES
Randy Nuñez	Commissioner	CHA	YES
Rodrigo Renteria	Commissioner	CHA	YES
Eric Gonzalez	Commissioner	CHA	NO
STAFF			
María Sigüenza	Executive Director	CHA	YES
Nancy Rocha Aguilar	Communications and External Relations Manager	CHA	YES
Myra Hernandez	Operations and Special Projects Manager	CHA	YES
GUESTS			
Alejandro Sanchez, Governor's Office			

Purpose of Meeting:
Executive Ethics Training

Ethics Executive Training Notes

Boards and Commissions subject to ethics rules and regulation. The EEB helps guide employees understand rules they are subject to.

Conflicts of interest

- Looking for situation where your private interest and what you expect to do as a board and commission members are going to butt heads – no longer align.
- Private business transaction
 - RFP, grant money, regulated by the board etc.
 - Volunteer activities.
 - Looking for situations where state duties and volunteer activity interfere.
- Professional conflicts

- Higher ed context – individuals work for FAFSA and families will ask for help and they circumvent the process to receive assistance.
- Managing conflict of interest
 - Talk to the board when it's a potential conflict of interest.
 - Once it is a conflict then it is messier.
 - Abstain.
 - Disclose.
 - Procedures
 - 9196 A boards and commission can take and modify.
 - Screening memo
 - This is potential conflict of interest, if this happens, this will happen.
 - Recuse from speaking it, recuse from voting.
 - Outlining what will happen.
 - Nice piece of evidence for complaints.
- Special privilege
 - Hand in hand with conflict of interest.
 - Using your position to either get yourself or someone else benefit access or anything you wouldn't normally be entitled to.
 - EX: "do you know who I am?" = but for my position, I wouldn't get this.
 - EX: WA state patrol worked off duty security for Seahawks and wore his uniform – he was able to give his son and his gf access to the game without tickets.
 - Getting family members/friends hired into jobs but aren't qualified.
 - Circumventing the procedures:
 - Old case: private car collection, in charge of parking garage for agency. His private car collection outgrew, and he moved them into the parking garage. Also using state resources for personal gain.
 - Mocked up forms or falsified forms to have access to things they normally wouldn't.
 - Up to \$5000 per violation.
 - Boards don't have authority to take personnel action – only fines.
- Gifts
 - Can be anything of economic value, gift, gratuity, or favor.
 - Deal with the tangible gifts, but also, intangibles gifts.
 - \$50 rule – how much is it worth and who is giving it to me?
 - Not involved with coworker gifts
 - Question: Attending receptions, can you explain?
 - Hosted reception will be explained in a few slides
- Are you a section 4 employee?
 - Locked down in terms of the gifts they can accept.
 - Are you employed by a regulatory agency or an agency that seeks to acquire goods or services?
 - Terms of funding, contracts, partnerships etc.
 - Think broadly and globally.
 - Does your agency regulate or contract with the person giving you the gift?
 - Did you participate in the regulatory or contractual matters with that person?

- Hosted reception
 - Food on tables on either side of the room, trying to put food on to the plate and go to one of the side tables.
 - Tip: If its awkward and uncomfortable, then it's a hosted reception.
 - Sit-down meal with linens and servers – no longer considered a hosted reception.
- Section 4 employees cannot accept flowers, travel expenses, food, and beverages.
- Question: Are legislators' section 4 employees?
 - Legislators are subject to the ethics act like everyone else, but they have their own Legislative Ethics Board.
 - They interpret differently what they require for food & beverages.
 - Depends when you meet with them – would need more information to determine.
- Can we use the \$50 rule with section 4 employee?
 - No. They are distinct and separate. Once someone is considered a section 4 employee the \$50 rule no longer applies.
- Use of state resources
 - Staff usually has assigned computers, board and commission members use their own personal devices.
 - Cannot use state resources to do anything as a private gain.
 - De minimis use
 - Little or no cost to the state.
 - Any use is brief.
 - Any use occurs infrequently.
 - No interference with official duties – time issues.
 - Does not compromise security of the technology.
 - Does not support private business.
 - Not done to support an outside organization.
 - Question: State does not give you a computer, but when you login to website of CHA/email login – how does it apply if you have commission work? Who owns the content the emails? What do you do?
 - You can remote in with the board/commission network.
 - If we got a complaint we will look at when you remote into – the time when you're in there etc.
 - Don't remote it and start to do personal things.
 - Remote in is when you clock-in and start as an official representative of the state.
 - Using CHA email to plan a trip for fun, ads for personal business etc. – should only be used for commission use.
- No use for campaign purposes
 - Do not use state resources to either support a candidate or a ballot initiative.
 - If you are asked to endorse a candidate, board has said you need to use a disclaimer.
 - De minimis use does not apply here.
- There is advisory note to modify for endorsement .

Link: <https://ethics.wa.gov/>

Vice Chair Alvarez motions to adjourn. Seconded by Commissioner Hernandez.

Meeting adjourned at 10:54 AM.

Text Box

From María Sigüenza | CHA | she/her/ella to Everyone: 10:31 A

I believe we have a question

From María Sigüenza | CHA | she/her/ella to Everyone: 10:50 AM

<https://ethics.wa.gov/>

From iPhone to Everyone: 10:52 AM

I think it's mee

I am struggling

Sorry

ORIGINAL