Mableton Ethics Board - Called Meeting Minutes

City of Mableton
Ethics Board Called Meeting Minutes
Date: February 10, 2026
Time: 6:34 PM EST
Location: 1245 Veterans Memorial Highway Suite 20 (Administrative Building)

Board Members Present: Board Member Brandon Mitchell, Board Member Angela Weston, Board Chair Joel Cope, Board Secretary Patricia Thomas, Board Vice-Chair Tammi Daniel (l), Board Member Ebony McCants, Board Member Karen Clarke (l)

Others Present: Attorney Earle Turner, City Clerk Susan Hiott

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1. **Call to order:** Meeting was called to order at 6:34 PM EST
2. **Roll Call:** Board Secretary Patricia Thomas called the roll: A quorum (5) of the board was present. (Two Board Members joined the meeting after the Approval of Minutes.)
3. **Approval of Minutes:** *Motion* was made by Board Member Angela Weston and seconded by Board Member Ebony McCants to accept the meeting minutes for December 9, 2025. The motion carried, *5-0*.
4. **Organizational and Procedural Items**

   The Board reviewed the following Ethics Board process documents

   a. **City of Mableton Ethics Complaint Form**
      1. Add **District** to Section 2 of the form
   b. **Investigation Checklist**
      1. The Board will complete all line items on the Investigation Checklist to ensure all steps were properly handled when reviewing a claim.
      2. At the bottom of the checklist, add a line that indicates 'this certifies that the process was followed'.
      3. Add a list of the panel reviewers to the checklist and sign off on it
      4. Add the date the checklist was signed off by the reviewers on the panel
      5. Add name of official complainant in the upper right corner, the accused member, log the matter number (there is a case file for each complaint that comes through with the date complaint was received).

c. Hearing Procedures of the City of Mableton Board of Ethics

1. There will be a conflict of interest when: A board member will not sit on a panel that is investigating the Council Member that appointed them.
2. In Section 3.3 – add - The selection process shall be witnessed and documented by another city official.
3. In Section 3.3 add - The Board Member cannot sit on the Hearing Panel If the person being investigated appointed the board member.
4. We need a response to who will fund the service of the complaint.
5. In section 3.5 add – Replace (is expressly authorized) with - The hearing panel subject to the approval by the City Council
6. Add 'vet and maintain a list'
7. Section #4 – Remove the word **'at'** that comes between investigators and annually
8. Section 3.7, #1c- After Sec. 1..2.9, add 'of the code' to this sentence.
9. Section 3.8 a #6 - The funds need to be paid by the City Council
10. Section 3.9 – Add this before #1 – No one other than the panel members assigned to this matter will be present inn the room during deliberations.
11. Section 3.9 #5 Change pursuant to Sec 1.2.7 vii - Add 'of the code' to the end of this sentence.
12. Section 3.10 – Add investigation checklist to the list of what is to be contained in the Complaint File.

A. We will have another meeting to approve the edits proposed by the Board. The next Call Meeting will take place on March 10, 2026 @ 6:30 PM (18:30).

B. The Ethics Board President will work with the City Manager to determine the funding budget line item to use for funds required by the Board.

C. Secretary will send out the latest updates to the forms. Revisions will be made by the city Attorney and will be sent to the Secretary to send out to the Board. The Findings of Facts document will be added to the list.

D. Findings of facts document will be developed. This document is to be submitted to the council after a determination has been made.

E. **The Findings of Facts document should contain:**
   - Complaint Number
   - Panelist names
   - Date of hearing
   - Complaint Summary (brief summation of the complaint)
   - Description of what was investigated
   - Code section number(s)
   - The recommendation of the Ethics Board

5. **Unfinished Business:** None

6. **New Business:** None

7. **Adjournment:** *Motion* was made by Board Member Angela Weston to adjourn the meeting at 7:59 PM EDT. Board Member Ebony McCants seconded. The motion carried, 7-*0*.

Prepared By: Board Secretary Patricia Thomas