

**CITY OF PHOENIX
ETHICS COMMISSION
Summary Minutes
November 20, 2025**

Phoenix City Hall
12th Floor, Central Conference Room
200 W Washington St.
Phoenix, AZ 85003

Committee Members Present

Patricia Sallen, Vice Chair
Ann Hart
Cheryl Pietkiewicz
Peter Schirripa

Committee Members Absent

Jose Samuel (Sam) Leyvas III, Chair

1. Call to Order/Roll Call

Vice Chairwoman Patricia Sallen called the meeting to order at 3:02 p.m. with Commissioners Ann Hart, Cheryl Pietkiewicz, and Peter Schirripa present. Chairman Sam Leyvas was absent.

2. Commission Attorney Explains Public Comment

Elizabeth Nillen, Commission Attorney, stated members of the public may speak for up to two minutes on agenda items and gave direction on appropriate decorum when providing comments.

3. Approval of Meeting Minutes from August 21, 2025

Commissioner Hart made a motion to approve the minutes of the August 21, 2025, Ethics Commission Meeting. Commissioner Schirripa seconded the motion, which passed unanimously 4-0.

4. Update on Ethics Handbooks

Vice Chairwoman Sallen introduced the item and Assistant Chief Counsel Deryck Lavelle to provide the update.

Assistant Chief Counsel Lavelle recapped the Commission's discussion of possible changes to the Ethics Handbook, specifically the conflict-of-interest section, from previous meetings. He stated the Law Department reviewed the materials discussed in previous meetings by the Commission and reviewed Chapter 8 of the Attorney General's Arizona Agency Handbook on Conflicts of Interest. He noted there are many examples from the Attorney General's Handbook that are included in the City's Ethics Handbook for Boards and Commissions. He stated the red-lined handbook includes suggested language to be added to Section 3 Examples – Conflict of Interest, subsection (a) entitled "Owns Property in Close Proximity", based on a prior inquiry the Commission considered. He read the proposed language as shown in the posted agenda.

Assistant Chief Counsel Lavelle proposed the Ethics Commission collaborate with City Staff to revise the Ethics Handbooks in the future. He stated the Law Department would research and present proposed changes for discussion. He recommended the City maintain control over the handbook.

Vice Chairwoman Sallen asked if part of the process would include bringing the proposed changes back to the Commission.

Assistant Chief Counsel Lavelle responded yes.

Vice Chairwoman Sallen asked if action needed to be taken on this item.

Assistant Chief Counsel Lavelle responded that the Commission could take a vote to approve the proposed changes to the handbook.

Commission Attorney Nillen asked if the handbook would be dated when it was revised.

Assistant Chief Counsel Lavelle responded the last revision date would be added.

Vice Chairwoman Sallen asked if the Commission would make a motion to approve the proposed changes for the handbook. Commissioner Schirripa made a motion to approve the proposed changes for the handbook. Commissioner Hart seconded the motion.

Commissioner Hart asked what the official date of the revision would be.

Assistant Chief Counsel Lavelle responded the date would be in month and year format, November 2025.

The motion passed unanimously 4-0.

5. Review of Current Complaints

Vice Chairwoman Sallen stated there are 21 inquiries on the agenda. She stated there were individuals who registered to speak on this item; however, the Commission's Rules of Procedure, specifically Rule 4, discusses how the inquiries, discussions and proceedings must remain confidential until the Commission votes on the matter.

Vice Chairwoman Sallen asked if the Commission would make a motion to enter into Executive Session to discuss inquiries listed under Agenda Item 5.

Commissioner Hart made a motion to convene in Executive Session to discuss inquiries listed under Agenda Item 5. Commissioner Pietkiewicz seconded the motion, which passed unanimously 4-0.

The Commission entered Executive Session at 3:12 p.m.

The Commission returned from Executive Session at 4:24 p.m.

Vice Chairwoman Sallen noted the process under the Commission's Rules of Procedure was not followed, and the inquiries were not notarized as the Rules of Procedure require. She asks that the Clerk promptly reach out to the Complainants to resolve the notarization issue.

Vice Chairwoman Sallen asked if the Commission would make a motion to table Item 5. Commissioner Hart made a motion to table inquiries under Item 5 pending the notarization of the submitted inquiries. Commissioner Pietkiewicz seconded the motion, which passed unanimously 4-0.

Vice Chairwoman Sallen stated the Commission will not have public comment on this item.

6. Call to Public

Vice Chairwoman Sallen stated the speakers have three minutes each and speakers should address items not posted on the agenda.

Amanda McGowen thanked the Commission for volunteering. She asked where on the website or the form it states that the inquiry must be notarized. She asked when the Commission would be hearing the inquiries once notarized.

Commission Attorney Nillen noted the Commission may not respond to items brought up during call to public as they are not properly noticed. She reiterated the Vice Chairwoman indicated that the Clerk will be reaching out with more information about the notary issue.

Tamara Weaver noted the form does not include instructions about notarization and requested clarification. She asked if there was a likelihood for a special session to be scheduled to address the inquiries. She thanked the Commission for volunteering.

Scott McGill stated he will wait for the next meeting to speak since Agenda Item 5 was removed.

7. Future Agenda Items and Meeting Dates

Vice Chairwoman Sallen stated the next meeting would be held December 18, 2025. She opened the floor to discussion.

The Commission did not have additional comments.

8. **Adjournment**

Vice Chairwoman Sallen adjourned the meeting 4:30 p.m.