



**City of Fairburn
Ethics Board
Agenda**

September 9, 2025
6:00 PM

Maya Osun, Chairperson

Rodney Anderson
Thomas Cochran
Danita Jones

Myra Osun
Vera Raglin
Tony Smith
Kenneth Williams

Mr. Rory Starkey
Ms. Brenda B. James

City Attorney
City Clerk

I. Meeting Called to Order:

The Honorable Mayor Avery

II. Roll Call:

City Clerk

III. Adoption of the Ethics Board Agenda:

IV. Approval of the Minutes:

1. Approval of the Minutes: Council Meeting Minutes of July 31, 2025:

V. Regular Agenda:

2. Approval of Board Forms and Rules

Recommendation: (City Attorney)

3. Approval of September 9, 2025 Ethic Board Minutes

Recommendation: (City Clerk)

VI. Adjournment:

When an Executive Session is required, one will be called for the following Issues:

Deliberations Only



Ethics Board Meeting Minutes

July 31, 2025
6:00 p.m.

- I. The meeting was called to order by Chairperson Maya Osun.
- II. Roll Call by City Clerk Brenda James found the following members present:

Rodney Anderson
Danita Jones
Vera Raglin

Thomas Cochran
Maya Osun
Tony Smith

Absent: Kenneth Williams

Also present was Attorney Rory Starkey, Attorney Latonya Wiley, and City Clerk Brenda James.

- III. Adoption of the Agenda:

Vera Raglin made a motion to adopt the agenda as printed with Tony White providing the second. **The motion carried unanimously.**

- IV. Regular Agenda Items

1. Approval of the Minutes of June 26, 2025

Thomas Cochran made a motion to approve the minutes with Danita Jones providing the second. After a brief discussion, **the motion carried unanimously.**

2. Training: Conducting Hearing on Ethics Complaints

Attorney Wiley apologized for not making the meeting on June 26, 2025. She then proceeded with the Board of Ethics Training.

There was a recap of the Key Take Aways from March 26, 2025, training which included an overview of who was covered, and the process starting

when an Ethics Complaint is filed, forwarded to Mayor and City Attorney and then to the Investigative Committee.

Next there was a discussion on Quasi-Judicial Responsibilities and how to conduct fair hearings. She said the Ethics Board is the Judge and Jury.

Attorney Starkey said at some point they will bring the recommendations for changes to the Ethics process.

Attorney Wiley spoke on Impartial Adjudication and said the Boards decision must be based solely on evidence presented during the hearing and all testimony must be given under oath.

Attorney Starkey explained that the Mayor and Council may use their personal knowledge because they are usually present during the incident.

Attorney Wiley said the Ethics Board is like Judge and Jury and the Investigative Committee is more like a grand jury.

She spoke on the Rights of the Parties.

Accused officials must receive written notice at least 10 business days before the scheduled hearing, both complaints and respondents have the right to retain private legal counsel, and parties may present witnesses and evidence to support their position and have the right to cross-examine witnesses.

Attorney Wiley explained the Structure of Evidentiary Hearings:

- 1 Opening the Session
- 2 Administering Oath
- 3 Complainants Case
- 4 Respondents' Defense
- 5 Board Questions
- 6 Closing Statements

She said the Ethics Board should set their Hearing Procedures to include Roberts Rules and other rules. Example: Should the Chairperson have a vote or only vote in case of a tie. She further said the legal counsels role is advisory role only.

The next session was Deliberation and Decision Process.

After hearing all evidence and arguments, the Ethics Board enters the critical phase of deliberation. This process must be conducted with care to

ensure fair and reasonable outcomes that uphold the city's ethical standards. The Boards's final decision carries significant weight, and deliberations must be thorough, and decisions well supported by the evidence presented.

Next Step is Handling Procedural Challenges.

1. Common Procedural Issues include challenges to notice adequacy, request for continuances, disputes over document production, objections to evidence and claims of due process violations.
2. Resolution Approaches include allowing both parties to present their positions, consult with legal counsel on procedural requirements, make ruling that balances fairness with efficiency, document the challenge and resolution in the record and consider whether additional time or process is needed to ensure fundamental fairness.

There was a question regarding the Ethics Board being covered by insurance. Attorney Wiley said they are working on a Covered under Plan of Defense, and it will come with the new Ethics Board requested changes. Attorney Starkey said there is Judicial Immunity.

Attorney Wiley spoke on Remedies and Recommendations. She said the Board can recommend a Public Reprimand, Written Censure, Referral for Removal and Criminal/Civil Referral. She further explained there are remedies to the respondent which included reimbursement of Attorney fees and Frivolous Complaint Finding.

They discussed Practical Hearing Management Tips. They include preparing thoroughly, maintaining control, asking clarifying questions and taking careful notes.

The Ethics Board went over several scenarios. Afterward they spoke on Applying Ethics Principles and key considerations.

1. Impartiality
2. Evidence Based
3. Consistency
4. Proportionality

Attorney Wiley explained how to craft Effective Written Decisions. She said you must state findings clearly, connect the fact to code provisions, explain your reasoning, and justify the recommendations.

She said the Ethics Board effectiveness depends on its credibility with the government and the public. She explained the best practices which included transparent procedures, consistent application of ethical provisions, well-reasoned decisions, impartiality toward all parties, timely handling of complaints and appropriate confidentiality. She also said you should know when to recuse yourself. The main thing is to disclosure if you have a conflict.

V. Adjournment:

Danita Jones made a motion to adjourn the meeting at 8:00 p.m. with Vera Raglin providing the second. **The motion carried unanimously.**

Brenda James, City Clerk

Maya Osun, Chairperson

DRAFT



CITY OF FAIRBURN ETHICS BOARD AGENDA ITEM

SUBJECT: Approval of Board Forms and Rules

ITEM TYPE: Other

SUBMITTED: **WORK SESSION:** MM/DD/YYYY **COUNCIL MEETING:** MM/DD/YYYY

DEPARTMENT: City Attorney

BUDGET IMPACT:

PUBLIC HEARING: No

PURPOSE:

HISTORY:

FACTS AND ISSUES:

FUNDING SOURCE:

RECOMMENDED ACTION:

ATTACHMENTS:

None



CITY OF FAIRBURN ETHICS BOARD AGENDA ITEM

SUBJECT: Approval of September 9, 2025 Ethic Board Minutes

ITEM TYPE: Other

SUBMITTED: **WORK SESSION:** MM/DD/YYYY **COUNCIL MEETING:** MM/DD/YYYY

DEPARTMENT: City Clerk

BUDGET IMPACT:

PUBLIC HEARING: No

PURPOSE:

HISTORY:

FACTS AND ISSUES:

FUNDING SOURCE:

RECOMMENDED ACTION:

ATTACHMENTS:

None