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**From:** Keith Nelson [<mailto:knelson@vistem.com>]  
**Sent:** Wednesday, January 23, 2019 8:33 AM  
**To:** Nicol, Colleen <[CNicol@riversideca.gov](mailto:CNicol@riversideca.gov)>  
**Subject:** Re: [External] Re: Board of Ethics Agenda for October 4, 2018 - 5 p.m.

The outreach committee met on Friday, January 18, 2019

The committee agreed that the Board of Ethics needs to proactively present to the community the committees's existence, purpose and procedures. We discussed using the following methodologies:

1. Collateral for community meetings - a one page simple flyer produced through the City.
2. Presentation for community meetings and outreach - a power point presentation approved by the City using City branding.
3. Talking Points - discussed by entire board to use at community meetings
4. Revise the Web Site to provide a simple definition of the procedure (in process)

Additionally Jeff Wright had a suggested that we have one member not on the hearing panel be available for technical support to someone making a complaint. We discussed variations of this idea including help completing forms and complaints, technical support to organize evidence and explanation of process.

Our core goal is to make the community aware of our goal and mission and show the board in a positive light as part of the City's commitment to open and transparent governance.

Thank you,

**Keith J. Nelson, Ph.D. Vice President**



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