Walking the Line
Addressing Complaints Against Elected Officials
Panel Members

**Moderator**

Kelly Trainer Policky  
EMPLOYMENT PRACTICES MANAGER  
California Joint Powers Insurance Authority

**Panelist**

Nelson Fialho  
EXECUTIVE DIRECTOR  
Renne Public Management Group

**Panelist**

Eli Makus  
MANAGING PARTNER  
Van Dermyden Makus Law Corporation

**Panelist**

Jenica Maldonado  
PARTNER  
Atkinson, Andelson, Loya, Ruud & Romo
Overview of the Roles

1. City Manager
2. Legal Counsel
3. Investigator
Imagine…

A Councilmember has been making highly critical comments about multiple Department Heads during public meetings and on social media. That same Councilmember has been contacting staff, asking questions, and, in some cases, directing staff.

Last week, the Finance Director emailed a complaint to the City Manager against the Councilmember. In it, she alleges that the Councilmember has been creating a hostile work environment and is treating her differently because she is the only female Director. She also accused the Councilmember of improperly directing her and other members of the Finance Department in violation of the municipal code.
What is your initial response to receiving this complaint?
How is this agendized for the City Council’s Review?
Does the accused Councilmember attend Closed Session?
What decisions or direction do you need?
What do you need in an investigator?
What interim measures should you consider while the investigation is pending?
Who handles the logistics of the investigation for the City?
How do you manage questions and concerns from staff?
How do you manage questions and concerns from Councilmembers, including the accused Councilmember?
How should the report be prepared and delivered to the City?
What are the options for disclosing the investigation results to the Council?
Imagine…

The investigation findings are:

- The Finance Director has not been treated differently than male Department Heads
- The Finance Director has been subjected to unprofessional conduct by the Councilmember – in public meetings, during Closed Session, and in one-on-one dealings
- The Councilmember has issued directions to the Finance Director
Should the investigator have made a finding on whether the directing of staff was a violation of the municipal code?
What options does the Council have to address the Councilmember’s conduct?
How do you effectively manage the ongoing professional relationship between employees and the Councilmember?
Audience Q&A
Thank you!

Moderator

Kelly Trainer Policky
EMPLOYMENT PRACTICES MANAGER
California Joint Powers Insurance Authority

cjpia.org
ktrainerpolicky@cjpia.org
562.467.8781

Panelist

Nelson Fialho
EXECUTIVE DIRECTOR
Renne Public Management Group

rennepubliclawgroup.com
nfialho@publiclawgroup.com
925.467.4002

Panelist

Eli Makus
MANAGING PARTNER
Van Dermyden Makus Law Corporation

vmlawcorp.com
erm@vmlawcorp.com
916.779.2402

Panelist

Jenica Maldonado
PARTNER
Atkinson, Andelson, Loya, Ruud & Romo

aalrr.com
jenica.maldonado@aalrr.com
628.234.6200

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