

Minutes

Board of Ethics City of Memphis

Meeting of April 11, 2018

The meeting was formally called to order at 2:06 p.m.

ROLL CALL

The following Chairman, Board Members and Chief Ethics Officer were present at the meeting:

Latonya Sue Burrow	Shaun Thornton (CITY LIBRARY IT)
Craig Cardwell	
Bob Dawkins	
Chairman Robert A. Lanier	
Joel Martin	
Cindy Newman	
Edward Vaughn	

UNANIMOUS APPROVAL OF MINUTES

ITEMS FOR DISCUSSION

- a. Update on potential online Ethics Training
 - i. Shaun Thornton assisted to allow the Board to view the information sent by City IT.

SEVERAL ISSUES WERE RAISED BY BOARD MEMBERS:

- The Board does not want the exam to “time-out” for inactivity.
- The Board would like for the exam to give a Pass/Fail figure (# of incorrect answers).
- The Board would like for the examiner to be allowed to immediately see that an answer is incorrect, upon making the selection.
- The Board would like for the program to generate a report for the CEO to show who has completed the training, at any given time.
- The Board would like an explanation of as to why 26 videos are necessary to create the exam.
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REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

There was one formal ethics complaint filed, received March 2, 2018. CEO outlined information, and sent Complainant a Copy of the Code of Ethics and Mayor’s Executive Order. CEO made a request for further information to assist in the processing of the Complaint:

Specifically, for some explanation as to how the facts may constitute a violation, over which the Board of Ethics has jurisdiction. Complainant never responded to the request for information.

Board Member Joel Martin mentioned an issue in the Complaint that might be within the jurisdiction of the Board of Ethics.

The Board believed, while awaiting response from complainant, no further action was necessary.

MEMORANDUM FROM THE CITY ATTORNEY'S OFFICE - CEO recommended correctly treating the Memorandum as a Disclosure, as it was intended. No request for Opinion was made. The Board was in agreement with no dissent.

ETHICS TRAINING UPDATE

CEO Burrow advised that she has continued to do Ethics Training at the City of Memphis Onboarding, every other Monday. She also will be scheduling training for different departments and Boards/Commissions and giving updates accordingly.

INFORMATION AND ANNOUNCEMENTS

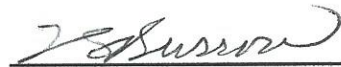
The Board of Ethics Proposed Online Ethics project is complete. CEO Burrow met with City Law Clerk at the City Attorney's Office to discuss any possible copyright or Intellectual Property issues with the presentation. Follow-up work is being done.

Update on Financial Disclosure Request. CEO Burrow advised that all but two Financial Disclosures have been submitted. The Board consented to allow the CEO to continue to get the last two forms

Board of Ethics considered the matter of making CEO a full-time position. CEO suggested delaying the matter until her health issues were improved.

ADJOURNMENT

Meeting was adjourned at 3:31 p.m.



Signature of Secretary



Date