

**Minutes**

**Board of Ethics  
City of Memphis**

**Meeting of June 6, 2018**

The meeting was formally called to order at 2:08 p.m.

**ROLL CALL**

The following Chairman, Board Members, Chief Ethics Officer and member(s) of the public were present at the meeting:

Latonya Sue Burrow  
Craig Cardwell  
Bob Dawkins  
Chairman Robert A. Lanier  
Joel Martin  
Cindy Newman  
Edward Vaughn

Board unanimously approved minutes from May 2, 2018

**ITEMS FOR DISCUSSION**

- a. Update on potential online Ethics Training
  - i. Discussed re-recording the audio on the project
  - ii. The ability to go back/forward on the project
  - iii. Correction of an error
  - iv. Want to know which answers were missed immediately
  - v. Want program to include contact information for questions about Ethics and technical questions
  - vi. Want to be able to run report
  - vii. As of now, only City Employees can take the training. We need to add a place for Boards/Commissions and City Council

**MOTION MADE TO SEND THE PROGRAM TO THE MAYOR.** Board wanted the Mayor to know why more work and time were necessary on the project.

**MADE:** Craig Cardwell  
**SECONDED:** Edward Vaughn  
**PASSED:** Unanimously

**REPORT ON ETHICS COMPLAINTS/INQUIR(IES)**

CEO reports no new Ethics Inquiries or Formal Ethics Complaints or requests for written opinions since last meeting.

**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**

CEO Burrow advised that responses regarding the Financial Disclosure Forms should be forthcoming promptly.

**ADJOURNMENT**

Meeting was adjourned at 3:38 p.m.

  
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Signature of Secretary

*11 July 2018*  
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Date