

**Minutes**

**Board of Ethics  
City of Memphis**

**Meeting of May 1, 2019**

The meeting was formally called to order at 2:05 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

Chairman Robert A. Lanier

Joel Martin

Cindy Newman

Blanch Thomas

Edward Vaughn

Attorney Zayid Saleem,

Asst. City Attorney

**MOTION TO APPROVE MINUTES FROM APRIL 3, 2019:**

**MADE:** Joel Martin

**SECONDED:** Edward Vaughn

**PASSED:** Unanimously

**ITEMS FOR DISCUSSION**

**a. Update on Online Ethics Training**

CEO Burrow advised that the Online Ethics Training Program was presented to Mayor Strickland on April 25, 2019.

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

CEO Burrow reported that she has received one (1) new Formal Complaints since last report. Burrow advised that she has requested additional information from the Complainant, and is awaiting a response.

CEO Burrow received three (3) Ethics Inquiries since last report.

As always, Burrow responded in writing to all inquiries, giving the Inquirers the necessary information to proceed. Burrow further advises that no further action will be taken by the Ethics Department, unless she is contacted by the Inquirer.

The Board has previously agreed that CEO's response was sufficient, and no further action was necessary.

A request for Advisory Opinion was made. After discussion, the Board advised CEO Burrow to send the Opinion.

#### ETHICS TRAINING UPDATE

CEO Burrow advised that she has continued Ethics Training at the City of Memphis New Hire Orientation/Onboarding. Burrow trained approximately one hundred twenty (120) officers and employees since last report.

#### INFORMATION AND ANNOUNCEMENTS

Regarding Financial Disclosure Forms, the Board advised that having the forms available for review will suffice as to providing copies. Also, upon receipt, no further action is necessary.

Regarding Board of Ethics vacancy, there is no updated information for Susan Steffens.

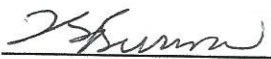
Board Member Craig Cardwell suggested possible amendments to the Code of Ethics as an item for the next scheduled Board meeting.

#### ADJOURNMENT

##### MOTION TO ADJOURN:

MADE:	Edward Vaughn
SECONDED:	Cindy Newman
PASSED:	Unanimously

Meeting was adjourned at 3:08 p.m.

  
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Signature of Secretary

5 June 2019  
Date