

Minutes

**Board of Ethics
City of Memphis**

Meeting of February 6, 2019

The meeting was formally called to order at 2:00 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 City Councilman Worth Morgan
Craig Cardwell
Bob Dawkins
Chairman Robert A. Lanier
Joel Martin
Cindy Newman
Blanch Thomas
Edward Vaughn

MOTION TO APPROVE MINUTES FROM OCTOBER 3, 2018:

MADE: Bob Dawkins
SECONDED: Edward Vaughn
PASSED: Unanimously

Councilman Worth Morgan introduced himself and addressed the Board.

ITEMS FOR DISCUSSION

a. Update on Online Ethics Training

The Board watched the final version of the Online Ethics Training. CEO Burrow voiced an issue raised by one of the Officers during training: How can we better assist employees taking the Online Training, who might have difficulty reading?

MOTION: To move forward with the project.

MADE: Craig Cardwell
SECONDED: Edward Vaughn
PASSED: Unanimously

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

CEO Burrow reported that she has received no new Formal Complaints since last report.

CEO Burrow reported that she has had no follow-up from the Inquirer which was held from last meeting.

CEO Burrow received (2) Ethics Inquiries since last report.

As always, Burrow responded in writing to all inquiries, giving the Inquirers the necessary information to proceed. In her response, Burrow advised the Inquirers of the one month time line, and advised them 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.

ETHICS TRAINING UPDATE

CEO Burrow advised that she has continued Ethics Training at the City of Memphis New Hire Orientation/Onboarding. She has also held trainings for Officers, and is in the process of communicating with Boards and Commissions for the collection of the Conflict of Interest Policy for Board Members. The CEO has encountered an issue with outdated information on the Boards and Commissions webpage, and will need to do research to get current Board Chair information.

INFORMATION AND ANNOUNCEMENTS

There is no new information from Susan Steffens regarding the Board vacancy.

CEO Burrow advised the Board that she has summarized reports of Board activity available for members.

ADJOURNMENT

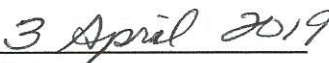
MOTION TO ADJOURN:

MADE: Craig Cardwell
SECONDED: Edward Vaughn
PASSED: Unanimously

Meeting was adjourned at 2:52 p.m.



Signature of Secretary



Date