

Minutes

**Board of Ethics
City of Memphis**

Meeting of November 6, 2019

The meeting was formally called to order at 2:03 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	Joel Martin
Craig Cardwell	Cindy Newman
Bob Dawkins	Blanch Thomas
Chairman Robert A. Lanier	Edward Vaughn

MOTION TO APPROVE MINUTES FROM OCTOBER 2, 2019:

MADE:	Craig Cardwell
SECONDED:	Edward Vaughn
PASSED:	Unanimously

ITEMS FOR DISCUSSION

***ONLINE ETHICS TRAINING**

CEO Burrow updated the Board on issues surrounding the Online Ethics Training. She advised that she has had to combine the information from her list generated by Policy Acknowledgment Forms, and the list generated by the Online Ethics Training manually. This process has consumed a great deal of time.

In an attempt to combine the lists electronically, the Board took the following action:

MOTION TO REQUEST SPEED EXAM (SOFTWARE SOURCE) TO PROVIDE A LIST OF NAMES OF THE SUCCESSFUL ETHICS QUIZ TAKERS IN AN EXPORTABLE FORM FOR USE BY THE CHIEF ETHICS OFFICER:

MADE:	Craig Cardwell
SECONDED:	Cindy Newman
PASSED:	Unanimously

Upon further discussion, Chief Ethics Officer expressed concern that if attempted, some of the information might be lost. The Board then amended its previous motion:

MOTION TO REQUEST THAT THE SOFTWARE SOURCE DO A BETA SAMPLE (TRIAL SAMPLE OR PROPOSAL OF HOW THE PROCESS WILL WORK) BEFORE IT MAKES ANY CHANGES:

MADE: Craig Cardwell
SECONDED: Edward Vaughn
PASSED: Unanimously

***POSSIBLE REVISIONS TO THE FORMAL ETHICS COMPLAINT FORM**

Board members reviewed the Formal Complaint Form again, along with Board Member Craig Cardwell's written suggestions. After discussion, the Board agreed to pass the matter over until next meeting, awaiting possible revisions from the Chief Ethics Officer.

***TRACKING TOOL FOR ETHICS BOARD ACTIVITY**

Board Member Craig Cardwell advised that he is still working on this project, and will give an update at the next scheduled meeting.

***2020 MEETING SCHEDULE**

After a discussion regarding meeting times most conducive to getting maximum Board attendance and participation, the Board took the following action:

MOTION TO CHANGE THE BOARD MEETING TIME FROM 2:00 P.M. TO 3:00 P.M.:

MADE: Cindy Newman
SECONDED: Joel Martin
PASSED: Unanimously

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

CEO Burrow reported that she received a written Request for a Formal Ethics Opinion in the late afternoon of October 2, 2019 (the day of the last Board Meeting). CEO further advised that she submitted a list of inquiries to the requester on October 7, 2019, but had not received a response.

Based upon this report, the Board took the following action:

MOTION TO CONSIDER THE REQUEST FOR FORMAL ETHICS OPINION ABANDONED, IF THE REQUESTER DOES NOT RESPOND WITHIN TEN (10) DAYS OF CEO'S FOLLOW-UP:

MADE: Craig Cardwell
SECONDED: Edward Vaughn
PASSED: Unanimously

ETHICS TRAINING UPDATE

CEO Burrow advised that she trained fifty-seven (57) City Employees and Officers since last report.

INFORMATION AND ANNOUNCEMENTS

CEO Burrow reported that she received an Open Records Request, and is in the process of completing the project. Burrow brought copies of the requested information for Board Members to review.

CEO Burrow reported that, per the Board's vote on October 2, 2019, a Request for Opinion was made to the City Attorney regarding an inquiry from a City Employee. She has not received a written response. The Board requested that CEO follow-up with the City Attorney's Office.

Board Members discussed upcoming and present vacancies on the Board of Ethics: Chairman Robert A. Lanier's term as Chairman expires January 2020. Also, there is still a vacancy on the Board.


The next Board of Ethics meeting is scheduled for Wednesday, December 4, 2019 at 2:00 p.m. in Conference Room A of the main library (3030 Poplar Avenue).

ADJOURNMENT

MOTION TO ADJOURN:

MADE:	Craig Cardwell
SECONDED:	Edward Vaughn
PASSED:	Unanimously

Meeting was adjourned at 3:17 p.m.



Signature of Secretary

4 December 2019
Date