

Minutes

**Board of Ethics
City of Memphis**

**VIRTUAL
Meeting of October 7, 2020**

BOARD OF ETHICS

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The meeting was formally called to order at 3:05 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
Bob Dawkins
Joel Martin

Cindy Newman
Blanch Thomas
Edward Vaughn
Chairman Karen R. Williams

Councilman Chase Carlisle
Ashleigh Hayes

MOTION TO APPROVE MINUTES FROM SEPTEMBER 2, 2020:

MADE: Craig Cardwell

SECONDED: Cindy Newman

PASSED: Unanimously

ITEMS FOR DISCUSSION

***FORMAL ETHICS COMPLAINT 2020-A**

Pursuant to Section 2-10-10(D)(1)(j) of the Code of Ethics for City Officials, the Chief Ethics Officer mailed the Complainant a letter on September 3, 2020, advising the Complainant of the right to request in writing within thirty (30) calendar days that the board reconsider its decision. The Chief Ethics Officer has not received a written request from the Complainant. Accordingly, the Chief Ethics Officer will send a closure letter to the Complainant and the Employee named in the Complaint.

***UPDATE ON BOARD MEMBER VACANCY**

There has been no movement on the appointment of replacement Board Member(s). Members discussed the fact that the Board has had at least one vacancy for approximately three (3) years.

***UPDATE ON ETHICS ACTIVITY**

The Chief Ethics Officer had e-mailed the information to Board Members before the meeting. Board Member Craig Cardwell requested that the Chief Ethics Officer provide more details in the Board of Ethics Activity Summary. The Chief Ethics Officer will make the necessary changes/additions and re-submit the information to Board Members.

***POSSIBLE NEW ETHICS LEGISLATION**

Councilman Chase Carlisle spoke, answered questions and clarified matters for Board Members, regarding the newly proposed Ethics legislation.

REPORT ON ETHICS COMPLAINTS/INQUIRIES

CEO Burrow confirmed that all Board Members had received a copy of the letter that CEO sent to the Complainant in the Formal Ethics Complaint received on August 24, 2020 and supplemented on September 4, 2020. The Board of Ethics had no questions.

CEO Burrow reported that in addition to the usual inquiries regarding Online Ethics Training and Compliance, she received several additional Inquiries. Burrow reported that she responded to all inquiries by providing the necessary information. Burrow's practice has been to respond to Inquiries within 24 hours.

ETHICS TRAINING UPDATE

CEO Burrow advised that since last report, per the Employee Development Analyst, ninety-three (93) City Officers and Employees attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

INFORMATION AND ANNOUNCEMENTS

***NEW BUSINESS**

MOTION TO ADJOURN:

MADE:	Bob Dawkins
SECONDED:	Edward Vaughn
PASSED:	Unanimously

ADJOURNMENT

The meeting was adjourned at 4:00 p.m.

Latonya Sue Burrow
Signature of Secretary

4 November 2020
Date