

**Minutes**

**Board of Ethics  
City of Memphis**

**VIRTUAL  
Meeting of November 4, 2020**

BOARD OF ETHICS

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**The meeting was formally called to order at 3:00 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	Joel Martin
Craig Cardwell	Cindy Newman
Bob Dawkins	Edward Vaughn
Chairman Karen R. Williams	

***MOTION TO APPROVE MINUTES FROM OCTOBER 7, 2020:***

<b>MADE:</b>	<b>Craig Cardwell</b>
<b>SECONDED:</b>	<b>Cindy Newman</b>
<b>PASSED:</b>	<b>Unanimously</b>

**ITEMS FOR DISCUSSION**

**\*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. Board Member Craig Cardwell suggested that the Board of Ethics appeal to the Mayor to appoint new Board Members. (Section 2-10-10(A)(2) provides..."provided that a city council member may decline to provide a slate of candidates, in which case the mayor may appoint a member of the board of ethics in his or her discretion, with approval of the city council.")**

Following discussion on the matter, the Board of Ethics took the following action:

***MOTION FOR CHAIRMAN WILLIAMS TO WRITE A LETTER TO MAYOR STRICKLAND, REQUESTING THAT THE MAYOR APPOINT A MEMBER TO THE BOARD OF ETHICS, PURSUANT TO SECTION 2-10-10(A)(2) OF THE CODE OF ETHICS FOR CITY OFFICIALS:***

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

**\*UPDATE ON ETHICS ACTIVITY**

The Chief Ethics Officer had e-mailed the information to Board Members before the meeting. During the October 7, 2020 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 e-mailed the more detailed report, to the satisfaction of all members of the Board.

**\*POSSIBLE NEW ETHICS LEGISLATION**

There has been no new information in this matter. Item was on the agenda in case members had more suggestions or questions.

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

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, forty-three (43) City Officers and Employees attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

**INFORMATION AND ANNOUNCEMENTS**

**\*NEW BUSINESS - NONE**

**ADJOURNMENT**

The meeting was adjourned at 3:28 p.m.

**Latonya Sue Burrow**  
Signature of Secretary

**2 December 2020**  
Date