

Minutes

**Board of Ethics
City of Memphis**

**VIRTUAL
Meeting of December 2, 2020**

BOARD OF ETHICS

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The meeting was formally called to order at 3:03 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
Craig Cardwell
Bob Dawkins
Joel Martin

Cindy Newman
Blanch Thomas
Edward Vaughn
Chairman Karen R. Williams

MOTION TO APPROVE MINUTES FROM NOVEMBER 4, 2020:

MADE: Joel Martin
SECONDED: Edward Vaughn
PASSED: Unanimously

ITEMS FOR DISCUSSION

***UPDATE ON BOARD MEMBER VACANCY**

Per the vote by the Board of Ethics on November 4, 2020, Chairman Williams confirmed that she mailed a letter to Mayor Strickland, requesting that he appoint replacement Board Member(s) pursuant to Section 2-10-10(A)(2) of the Code of Ethics for City Officials.

***UPDATE ON ETHICS ACTIVITY**

The Chief Ethics Officer had e-mailed the information to Board Members for their review, before the meeting.

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

CEO Burrow reported that she received inquiries regarding Online Ethics Training and Compliance, and responded by providing the necessary information. Burrow’s practice has been to respond to Inquiries usually within 24 hours.

CEO Burrow reported that there have been no new Formal Ethics Complaints or Requests for Ethics Opinion since last report.

ETHICS TRAINING UPDATE

CEO Burrow advised that since last report, per the Employee Development Analyst, sixty-four (64) City Officers and Employees attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

INFORMATION AND ANNOUNCEMENTS

***NEW BUSINESS**

Board Member Craig Cardwell advised the Board that the newly proposed Ethics Legislation/Regulation of Lobbying Activities Ordinance had been “voted down” by City Council.

CEO Burrow reminded all Board Members that they needed to confirm with her the dates in which they viewed the Online Ethics Training for 2020.

CEO Burrow reminded Board Members of the Conflict of Interest Policy for Board Members, for review and possible updates.

CEO Burrow advised that she had received a definitive list of Officers and Appointees who are required to file annual Disclosure of Financial Interests forms, from the Mayor’s Chief of Staff and the Human Resources department. (The forms are due January 31st of each year.) After discussion, the Board of Ethics directed CEO Burrow to send the notices to Employees out earlier, to allow more time for compliance. In sending the earlier notices, CEO should include a statement that directs Employees to file an updated form, should the information change before the end of the year, in which financial interests are reflected.

After discussion, the Board of Ethics directed CEO Burrow to publish a Meeting Calendar for the Board of Ethics for 2021.

ADJOURNMENT

MOTION TO ADJOURN:

MADE:	Bob Dawkins
SECONDED:	Edward Vaughn
PASSED:	Unanimously

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

Latonya Sue Burrow
Signature of Secretary

6 January 2021
Date