

Minutes

Board of Ethics
City of Memphis

Meeting of January 8, 2020

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	Joel Martin
Craig Cardwell	Cindy Newman
Bob Dawkins	Blanch Thomas
Chairman Robert A. Lanier	Edward Vaughn

MOTION TO APPROVE MINUTES FROM December 4, 2019:

MADE:	Edward Vaughn
SECONDED:	Craig Cardwell
PASSED:	Unanimously

ITEMS FOR DISCUSSION

*FORMAL ETHICS OPINION 19-01

Formal Ethics Opinion 19-01, which was previously decided at the December 4, 2020 meeting, was signed by all Board Members, the Chairman and Chief Ethics Officer.

*FORMAL ETHICS OPINION 19-02

Formal Ethics Opinion 19-02, which was previously decided at the December 4, 2020 meeting, was signed by all Board Members, the Chairman and Chief Ethics Officer.

*ONLINE ETHICS TRAINING

Board Members had a discussion on how to avoid an Online Training System crash, caused by so many employees attempting to sign on at the same time. A suggestion was made to request that Chiefs, Directors and Deputy Directors take the training first, at the beginning of the year. Then possibly recommending the training be done by departments.

*POSSIBLE REVISIONS TO THE FORMAL ETHICS COMPLAINT FORM

Board Member Craig Cardwell had previously sent his proposed changes to the Chief Ethics Officer, who had distributed the information to the Chairman and Board Members ahead of the meeting for review.

***TRACKING TOOL FOR ETHICS BOARD ACTIVITY**

Board Member Craig Cardwell had previously sent his proposal for a tracking tool for use by the Board of Ethics. The Chief Ethics Officer distributed the information to the Chairman and Board Members ahead of the meeting for review.

AFTER DISCUSSION OF THE REVISIONS AND TRACKING TOOL, THE BOARD TOOK THE FOLLOWING ACTION:

MOTION TO APPROVE THE REVISIONS AND TRACKING TOOL:

**MADE: Bob Dawkins
SECONDED: Edward Vaughn
PASSED: Unanimously**

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

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

CEO Burrow reported that in addition to the many inquiries regarding Online Ethics Training and Compliance, she received two 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 she trained fifty-seven (57) City Employees and Officers since last report.

INFORMATION AND ANNOUNCEMENTS

*CEO Burrow announced that the Budget season is quickly approaching. The Board requested at the May 15, 2019 meeting that the Board be given adequate notice ahead of time to be allowed to give input into the Budget for the Board of Ethics.

CEO Burrow re-distributed a Resolution from the Board of Ethics written by Chairman Lanier in March 2018, and subsequently updated, requesting that the Position of Chief Ethics Officer be made full-time.

AFTER DISCUSSION OF THE RESOLUTION, THE BOARD TOOK THE FOLLOWING ACTION:

MOTION TO APPROVE THE RESOLUTION:

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

*CEO Burrow shared with the Board of Ethics a Certificate of Appreciation from Mayor Strickland dated July 10, 2019, given "[I]n recognition of [her] commitment, hard work and dedication to the City of Memphis."

*CEO Burrow also shared with Board members the glass token from Mayor Strickland dated July 15, 2019, thanking her "for exceptional service to the City of Memphis."

*CEO updated the Board with information from the IT department that it was not possible to combine the word document list and excel list of employees.

*CEO Burrow shared the lists of City Employees who were in compliance for Ethics Training with Board Members.

*There is still a vacancy on the Board of Ethics.

*CEO Burrow announced that she had sent out requests for Financial Disclosures on December 31, 2019. The Disclosures are due January 31, 2020.

*Long-time Chairman Judge Robert Lanier said his goodbyes, and Board Members extended their well-wishes. The new Chairman/Chairperson should be attending the February 5, 2020 meeting.

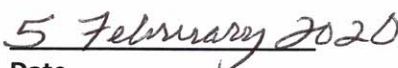
*The next Board of Ethics meeting is scheduled for Wednesday, February 5, 2020 at 3:00 p.m. in Conference Room A of the main library (3030 Poplar Avenue).

ADJOURNMENT

Meeting was adjourned at 4:02 p.m.



Signature of Secretary



Date