

Minutes

Board of Ethics
City of Memphis

Meeting of February 5, 2020

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

MINUTES FROM JANUARY 8, 2020 APPROVED UNANIMOUSLY WITHOUT AMENDMENTS OR OBJECTIONS.

ITEMS FOR DISCUSSION

***NEW BOARD CHAIR**

Chairman Williams introduced herself to Board Members, giving a brief bio and asked Board Members to do the same. This information included the following:

BOARD MEMBERS:

District 1 - Cindy Newman
District 2 - Bob Dawkins
District 3 - Blanch Thomas
District 4 - Joel Martin
District 5 - BOARD HAS A VACANCY
District 6 - Edward Vaughn
District 7 - Craig Cardwell

***ADVISORY ETHICS OPINION 20-01**

A Request for Advisory Ethics Opinion was submitted on January 22, 2020. CEO Burrow forwarded the Request to Board Members via e-mail on January 27, 2020. CEO Burrow then forwarded the request again on February 4, 2020, along with her proposed Opinion for Board Member review.

After discussion, Board Members submitted two (2) questions to be answered by the Requestor, before rendering an Opinion.

***BUDGET MATTERS**

CEO Burrow advised that she received information from the Compensation Department regarding the employment status of the Chief Ethics Officer. Burrow further advised that she had met with the Chief Legal Officer regarding the budget for the Board of Ethics. Board Members advised that they would follow-up.

***UPDATE ON BOARD MEMBER VACANCY**

CEO Burrow read an e-mail from Susan Steffens in response to Burrow's request for an update on filling the Board of Ethics vacancy.

***FINANCIAL DISCLOSURES**

CEO Burrow advised the Board that all Financial Disclosure forms were turned in and available for review. Board Members took the opportunity to review the Financial Disclosure forms.

CEO Burrow allowed Judge Williams to complete and submit her Conflict of Interest Policy for Board Members form.

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 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

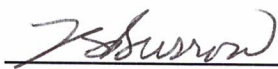
CEO Burrow advised that she trained ninety (90) City Employees and Officers since last report.

INFORMATION AND ANNOUNCEMENTS


*The next Board of Ethics meeting is scheduled for Wednesday, March 4, 2020 at 3:00 p.m. in Conference Room A of the main library (3030 Poplar Avenue).

ADJOURNMENT

The meeting was adjourned at 4:33 p.m.



Signature of Secretary



Date