

Minutes

Board of Ethics
City of Memphis

Meeting of March 4, 2020

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
Craig Cardwell
Bob Dawkins
Joel Martin

Cindy Newman
Blanch Thomas
Edward Vaughn
Chairman Karen R. Williams

MINUTES FROM FEBRUARY 5, 2020 APPROVED UNANIMOUSLY WITHOUT AMENDMENTS OR OBJECTIONS.

ITEMS FOR DISCUSSION

***ADVISORY ETHICS OPINION 20-01**

The Request for Advisory Ethics Opinion was withdrawn by the Requestor. No further action is deemed necessary.

***NEW REQUEST FOR ETHICS OPINION (POSSIBILITY OF)**

The City Employee with the question decided not to submit a Request for Opinion.

***BUDGET MATTERS**

All members confirmed that they had received the Board of Ethics Appropriation Statement and reviewed it. CEO Burrow distributed another copy to Board Members. Board Member Craig Cardwell advised that he will follow-up with the request in the Board of Ethics' Resolution.

***UPDATE ON BOARD MEMBER VACANCY**

Board Member Bob Dawkins advised that he will not seek re-appointment, but will remain on the Board until a new appointment is made. Susan Steffens of the Mayor's administration has been made aware of Board Member Bob Dawkins' decision.

***BOARDS AND COMMISSIONS**

CEO Burrow is scheduled to attend the Memphis Youth Guidance Commission's annual meeting on March 10, 2020.

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 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 she trained one hundred and sixty-six (166) City Employees and Officers since last report.

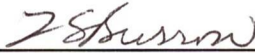
Chairman Karen Williams attended Ethics Training on March 2, 2020, and submitted a Policy Acknowledgment Form.

INFORMATION AND ANNOUNCEMENTS

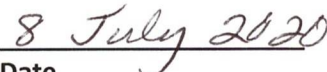
*CEO Burrow advised that she is working with the IT department to create an electronic Policy Acknowledgment Form that would be directly submitted to CEO Burrow, and placed on an alphabetical list. The submission would be electronic and the addition to the list would happen immediately.

ADJOURNMENT

The meeting was adjourned at 3:51 p.m.



Signature of Secretary



Date