

**Minutes**

**Board of Ethics  
City of Memphis**

**VIRTUAL  
Meeting of July 8, 2020**

BOARD OF ETHICS MEETING  
Wed, Jul 8, 2020 3:00 PM - 5:00 PM (CDT)

Please join my meeting from your computer, tablet or smartphone.  
<https://global.gotomeeting.com/join/302420725>

You can also dial in using your phone.  
United States: [+1 \(872\) 240-3412](tel:+18722403412)

Access Code: 302-420-725

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	Cindy Newman
Craig Cardwell	Blanch Thomas
Joel Martin	Edward Vaughn
Chairman Karen R. Williams	

***MINUTES FROM MARCH 4, 2020 APPROVED UNANIMOUSLY WITHOUT AMENDMENTS OR OBJECTIONS.***

**ITEMS FOR DISCUSSION**

**\*UPDATES ON ETHICS ACTIVITY**

CEO Burrow advised that she has not received any new Formal Ethics Complaints or Requests for Ethics Opinions. Burrow has checked her mailbox regularly and visited the main mailroom at City Hall to inquire about mail for the Ethics Department. Board Members recommended that Burrow contact the Library Director about past and possibly current mail delivery issues.

**\*UPDATE ON BOARD MEMBER VACANCY**

Per Mrs. Susan Steffens, there has been no movement in the process to appoint a replacement for former Board Member.

**\*UPCOMING MEETING FORMAT**

CEO Burrow presented the Board of Ethics with detailed information, regarding the GoToMeeting platform of virtual training, approved by the City of Memphis:

CEO submitted to the Board the differences between the “Business” and “Professional” plans.

AFTER DISCUSSION OF THE TWO PLANS, THE BOARD TOOK THE FOLLOWING ACTION:

***MOTION TO USE THE PROFESSIONAL PLAN, WITH THE UNDERSTANDING THAT THE BOARD COULD AMEND AT A LATER DATE IF NECESSARY:***

MADE: Cindy Newman  
SECONDED: Blanch Thomas and  
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 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, per the Employee Development Analyst, the following numbers of City of Memphis Officers and Employees participated in the Virtual New Employee Orientation (Onboarding), in which the Chief Ethics Officer presented Ethics Training:

March – 157  
April – 38  
May – 45  
June - 20

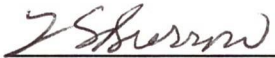
**INFORMATION AND ANNOUNCEMENTS**

**\*NEW BUSINESS**

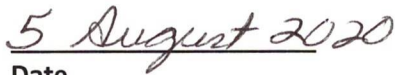
CEO Burrow suggested a slight change in the address listed for the Chief Ethics Officer on the new Formal Ethics Complaint form, to ensure that it is received in a timely manner at the main library. No action was taken on the matter.

**ADJOURNMENT**

The meeting was adjourned at 3:41 p.m.



Signature of Secretary



Date