

**Minutes**

**Board of Ethics  
City of Memphis**

**VIRTUAL  
Meeting of January 6, 2021**

BOARD OF ETHICS

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**The meeting was formally called to order at 3:06 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**

**Bob Dawkins**

**Blanch Thomas**

**Joel Martin**

**Edward Vaughn**

**Chairman Karen R. Williams**

***MOTION TO APPROVE MINUTES FROM DECEMBER 2, 2020:***

**MADE: Bob Dawkins**

**SECONDED: Cindy Newman**

**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. There has been no response.**

**\*UPDATE ON ETHICS ACTIVITY**

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

**\*FINANCIAL DISCLOSURE FORMS**

The Mayor's Chief of Staff, along with Human Resources, provided forty-nine (49) names of Officers and Appointees who are required to complete and submit a City of Memphis Disclosure of Financial Interests form. Fifteen (15) of the forty-nine (49) forms requested have been received. The deadline for submission is January 31, 2021. This year, January 31<sup>st</sup> is on a Sunday (weekend). Therefore, the due date is Monday, February 1, 2021 at 5:00 p.m. (the following business day.)

**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, eighty-six (86) City Officers and Employees attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

**INFORMATION AND ANNOUNCEMENTS**

**\*NEW BUSINESS**

\*Chief Ethics Officer Burrow advised the Board that the IT department has recommended an upgrade to the Online Ethics Training Program, from the current Pro Plan to the Ultimate Plan. The Ultimate Plan has no monthly restrictions as to the number of exams available to employees per month. The cost for the Pro Plan is \$240 per year, and the cost for the Ultimate Plan is \$1500 per year. Chief Legal Officer Jennifer Sink has already approved the change to the budget.

Following discussion on the matter, the Board of Ethics took the following action:

***MOTION TO UPGRADE THE ONLINE ETHICS TRAINING PROGRAM FROM THE PRO PLAN TO THE ULTIMATE PLAN:***

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

\*Chief Ethics Office Burrow advised the Board that she is still working to compile a list of Employees who have completed Ethics Training. A great deal of the delay in reporting and submission of the forms by Employees to the CEO can be attributed to the current health crisis. The Board advised Chief Burrow to take whatever time is necessary to compile the information.

\*Chief Ethics Officer Burrow advised the Board that all members of the Board of Ethics are compliant in Ethics Training, for 100% compliance by the Board for 2020.

**\*Chief Ethics Officer Burrow advised the Board that her six-year term of employment would end in April 2021. After consulting Section 2-10-11 of the Code of Ethics for City Officials, the Board of Ethics took the following action:**

***MOTION TO RE-HIRE AND REQUEST THAT THE MAYOR RE-APPOINT CHIEF ETHICS OFFICER BURROW FOR AN ADDITIONAL SIX (6) YEAR TERM:***

**MADE: Edward Vaughn  
SECONDED: Cindy Newman  
PASSED: Unanimously**

**ADJOURNMENT**

***MOTION TO ADJOURN:***

**MADE: Cindy Newman  
SECONDED: Edward Vaughn  
PASSED: Unanimously**

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

**Latonya Sue Burrow  
Signature of Secretary**

**3 February 2021  
Date**