

Minutes

**Board of Ethics
City of Memphis**

**VIRTUAL
Meeting of March 3, 2021**

BOARD OF ETHICS

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The meeting was formally called to order at 3:09 p.m. (delayed by technical issues)

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
Joel Martin

Cindy Newman
Blanch Thomas
Chairman Karen R. Williams

MOTION TO APPROVE MINUTES FROM FEBRUARY 3, 2021:

**MADE: Cindy Newman
SECONDED: Blanch Thomas
PASSED: Unanimously**

ITEMS FOR DISCUSSION

***UPDATE ON BOARD MEMBER VACANCY**

There has been no response to the letter that Chairman Williams sent, requesting Mayor Strickland to appoint replacement Board Member(s) pursuant to Section 2-10-10(A)(2) of the Code of Ethics for City Officials.

***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.

***UPDATE ON FINANCIAL DISCLOSURE FORMS**

Chief Ethics Officer advised the Board of Ethics that she had received all the Financial Disclosure Forms and had provided copies to Mrs. Lameka Hoof in response to an Open Records Request on February 24, 2021. The Board of Ethics directed CEO Burrow to bring the Disclosure Forms to the next meeting for review.

***UPDATE ON CHIEF ETHICS OFFICER**

In the January 6, 2021 meeting, Chief Ethics Officer Burrow advised the Board that her six-year term of employment would end in April 2021. The Board of Ethics voted to Re-Appoint Chief Ethics Officer Burrow for a second six-year term. Burrow further advised the Board that, per the Board's vote, Chief Legal Officer Jennifer Sink sent an e-mail on March 2, 2021, confirming Chief Ethics Officer Burrow's Re-Appointment.

REPORT ON ETHICS COMPLAINTS/INQUIRIES

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, seventy-eight (78) City Officers and Employees attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

INFORMATION AND ANNOUNCEMENTS

***NEW BUSINESS**

*CEO Burrow advised the Board that the Main Library Events Coordinator announced new developments regarding Conference Room reservations. Conference Room A can now be reserved; however, there is a limitation on the number of people allowed to attend. There are also limitations on the time periods in which the room can be reserved. The Board directed CEO Burrow to reserve Conference Room A for April 7, 2021 at 4:00 p.m., in the hopes that by then, there might be fewer restrictions. The Board further instructed Burrow to get updated information before posting the meeting. If there are no changes to room reservations, the April 7th meeting will be virtual at 3:00 p.m.

*Chief Ethics Officer has received a new iPhone to further assist with Board of Ethics business.

*There has been no response to CEO Burrow's request for an external hard drive.

ADJOURNMENT

MOTION TO ADJOURN:

MADE: Blanch Thomas
SECONDED: Joel Martin
PASSED: Unanimously

The meeting was adjourned at 3:56 p.m.

Latonya Sue Burrow
Signature of Secretary

7 April 2021
Date