

Minutes

**Board of Ethics
City of Memphis**

**VIRTUAL
Meeting of February 3, 2021**

BOARD OF ETHICS

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The meeting was formally called to order at appx. 3:05 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	

MOTION TO APPROVE MINUTES FROM JANUARY 6, 2021:

MADE:	Joel Martin
SECONDED:	Edward Vaughn
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; however, one form included blank sections. The Board of Ethics directed the Chief Ethics Officer to regard the form as “provisionally received,” and to contact the Officer who submitted the form.

***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 then voted to re-hire/re-appoint CEO Burrow for an additional six-year term. Chairman Williams will mail a letter, regarding the Re-Appointment.

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-one (81) City Officers and Employees attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

INFORMATION AND ANNOUNCEMENTS

***NEW BUSINESS**

*In the January 6, 2021 meeting, Chief Ethics Officer Burrow advised the Board that the IT department 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. UPDATE: The upgrade to the Ultimate Plan was completed on January 21, 2021 and is active.

*Chief Ethics Officer advised the Board that on January 29, 2021, she received a New Public Records Request for the most recent City of Memphis Disclosure of Financial Interests forms. She has been working to copy the documents.

*Board Member Craig Cardwell recommended that CEO Burrow request an external back up hard drive for the computer, for redundancy purposes. All Board Members present agreed.

ADJOURNMENT

MOTION TO ADJOURN:

MADE: Craig Cardwell
SECONDED: Edward Vaughn
PASSED: Unanimously

The meeting was adjourned at 4:17 p.m.

Latonya Sue Burrow
Signature of Secretary

3 March 2021
Date