

Minutes

**Board of Ethics
City of Memphis**

Meeting of September 8, 2021

BOARD OF ETHICS

The meeting was formally called to order at 3:04 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
Bob Dawkins	Edward Vaughn
Chairman Karen R. Williams	

MOTION TO APPROVE MINUTES FROM AUGUST 4, 2021:

MADE:	Bob Dawkins
SECONDED:	Edward Vaughn
PASSED:	Unanimously

ITEMS FOR DISCUSSION

***UPDATE ON BOARD MEMBER VACANCY**

Board Member Bob Dawkins advised that he has written a letter to the Mayor, and submitted four (4) names. There is no new update.

***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.

***EDITS TO ONLINE ETHICS TRAINING PROGRAM**

Per the Board's request at the last meeting, CEO Burrow brought printouts of the Online Ethics Training Program for Board Members. The Board of Ethics reviewed the edits to the Online Ethics Training Program and made additional suggestions for change. The Board instructed CEO Burrow to make changes per the Board's suggestions, and send the updates to the Board before the next meeting.

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 filed or Requests for Ethics Opinion since last report.

ETHICS TRAINING UPDATE

CEO Burrow advised that since last report (August 4, 2021), per the Employee Development Analyst, one hundred and twenty-four (124) City Officers and Employees have attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

INFORMATION AND ANNOUNCEMENTS

***NEW BUSINESS**

*The last two (2) Board Members completed Ethics Training.

*The next Board of Ethics meeting will be Wednesday, October 6, 2021 at 3:00 p.m., in Conference Rooms B and C of the main library.

ADJOURNMENT

MOTION TO ADJOURN:

MADE: Edward Vaughn
SECONDED: Bob Dawkins
PASSED: Unanimously

The meeting was adjourned at 4:00 p.m.

Latonya Sue Burrow
Signature of Secretary

6 October 2021
Date