

Minutes

**Board of Ethics
City of Memphis**

Meeting of October 6 , 2021

BOARD OF ETHICS

The meeting was formally called to order at 3:08 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	Joel Martin
Craig Cardwell	Cindy Newman
Bob Dawkins	Edward Vaughn
Chairman Karen R. Williams	

MOTION TO APPROVE MINUTES FROM SEPTEMBER 8, 2021:

MADE:	Cindy Newman
SECONDED:	Edward Vaughn
PASSED:	Unanimously

ITEMS FOR DISCUSSION

***UPDATE ON BOARD MEMBER VACANCY**

Chairman Williams and the Mayor have been in communication. Board Member Bob Dawkins has had no response to his letter to the Mayor.

***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 made the final edits to the Online Ethics Training Program, and sent the changes to the Board for review. All members present had received and reviewed the final edits.

Based upon the foregoing discussion, the Board took the following action:

MOTION TO APPROVE EDITS TO ONLINE ETHICS TRAINING PROGRAM:

MADE: Edward Vaughn
SECONDED: Joel Martin
PASSED: Unanimously

***ANNUAL REPORTS**

CEO Burrow has submitted Annual Reports to the Board of Ethics for 2015, 2016, 2017, 2018 and 2019. Computer issues caused CEO Burrow to need to re-type/re-create 2020.

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

CEO Burrow advised that she received a phone call regarding a suspected Ethics Violation. CEO Burrow responded by providing the caller with information regarding the Code of Ethics for City Officials Section 2-10-10 (E)(1), in which "Officers and employees are encouraged to report suspected ethical violations to the board of ethics." CEO Burrow further provided the caller with a copy of the Code of Ethics for City Officials, the Mayor's Executive Order and a Formal Ethics Complaint form. The Board of Ethics agreed that the CEO's response was appropriate. CEO Burrow has not received a Formal Ethics Complaint, as of the time of this meeting.

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 (September 8, 2021), per the Employee Development Analyst, one hundred and twenty-eight (128) City Officers and Employees have attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

INFORMATION AND ANNOUNCEMENTS

***NEW BUSINESS**

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

ADJOURNMENT

MOTION TO ADJOURN:

MADE: Craig Cardwell
SECONDED: Bob Dawkins
PASSED: Unanimously

The meeting was adjourned at 3:35 p.m.

Latonya Sue Burrow
Signature of Secretary

3 November 2021
Date