

Minutes

**Board of Ethics
City of Memphis**

Meeting of November 3 , 2021

BOARD OF ETHICS

The meeting was formally called to order at 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
Craig Cardwell
Bob Dawkins
Joel Martin

Cindy Newman
Blanche Thomas
Edward Vaughn
Chairman Karen R. Williams

MOTION TO APPROVE MINUTES FROM OCTOBER 6, 2021:

MADE: Bob Dawkins
SECONDED: Edward Vaughn
PASSED: Unanimously

ITEMS FOR DISCUSSION

***UPDATE ON BOARD MEMBER VACANCY**

All involved are “still looking” to fill the Board Member vacanc(ies). The Board directed that a letter be sent by Chairman Williams, regarding Board Member vacancies.

***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**

After IT sent Chief Ethics Officer Burrow the final edits, and Burrow forwarded the information to the Board, Burrow’s review noted some discrepancies between what the Board requested and what was submitted by IT. Burrow advised that she and IT will work together (between now and the next board meeting) to make the final changes, and should have the information for the Board’s review at the December Board meeting.

***ANNUAL REPORTS**

CEO Burrow has submitted Annual Reports to the Board of Ethics for 2015, 2016, 2017, 2018 and 2019. Computer issues delayed the re-creation of the Annual Report for 2020. Burrow will have that information for the December meeting. The Board directed Burrow to post the reports on the webpage.

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

CEO Burrow reported she received a phone call regarding a possible ethics violation. 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 (October 6, 2021), per the Employee Development Analyst, eighty-seven (87) City Officers and Employees have attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

INFORMATION AND ANNOUNCEMENTS

***NEW BUSINESS**

*CEO Burrow has submitted a tentative 2022 meeting calendar to the Board of Ethics for review and approval.

*CEO Burrow reported that the latest City-wide communication regarding Annual Ethics Training was sent out on October 15, 2021.

*CEO Burrow reported that she received the list of Officers and Employees who are required to file City of Memphis Disclosure of Financial Interests forms from the Chief of Staff on October 12, 2021. The Board directed CEO Burrow to send out the notices before the December meeting.

*CEO Burrow advised that she will be attending (participating in) an all-day virtual Ethics CLE on November 12, 2021.

*The next Board of Ethics meeting will be Wednesday, December 15, 2021 at 3:00 p.m., in Conference Rooms B and C of the main library.

ADJOURNMENT

Adjournment by unanimous agreement.

The meeting was adjourned at 3:34 p.m.

Latonya Sue Burrow
Signature of Secretary

15 December 2021
Date