

Minutes

Board of Ethics City of Memphis

Meeting of November 2, 2016

The meeting was formally called to order at 2:03 p.m.

ROLL CALL

The following Chairman, Board Members and Chief Ethics Officer were present at the meeting:

Latonya Sue Burrow	Joel Martin	Edward Vaughn
Craig Cardwell	Cindy Newman	
Chairman Robert A. Lanier	Pete Scatamacchia	

APPROVAL OF AGENDA AND MINUTES

A motion to approve today's Agenda and Minutes from October 5, 2016 meeting was made and seconded. The Motion carried with no modification.

INTRODUCTION OF NEW MEMBER MRS. CINDY NEWMAN

Mrs. Newman introduced herself, and shared her background with the Board.

ITEMS FOR DISCUSSION

- a. Review of Recent Training and explore how training can be improved to more effectively communicate the duties of the Board of Ethics.

New Member Cindy Newman shared information regarding online Ethics Training as used by Shelby County Government. Board Member Scatamacchia reports that such training, along with test questions, is effective.

CEO Burrow advised that she would follow-up on the information that was provided.

CEO Burrow advised the Board that she has an appointment with Mr. Kyle Veazey, the City Communications Officer on Monday, November 7, 2016 at 10:00 a.m., to discuss increasing Ethics Board visibility.

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

- a. CEO Burrow reported on an Ethics Inquiry from the Legal Department and provided the Board of Ethics with a copy of her written Advisory Opinion.

- b. CEO Burrow reported on an Ethics Inquiry regarding Outside Employment and Conflict of Interest, and provided the Board of Ethics with a copy of her written Advisory Opinion.
- c. CEO Burrow advised that she had received an e-mail from the City Court Clerk's Office, regarding a possible Formal Ethics Complaint.

Board Member Scatamacchia moved that Burrow follow-up on the Complaint. The Motion was seconded by Board Members Craig Cardwell and Edward Vaughn. The Board voted unanimously for CEO Burrow to actively pursue follow-up on the possible Formal Ethics Complaint.

ETHICS TRAINING UPDATE

CEO Burrow advised that nearly all City Employees for whom Ethics Training is mandatory are in Compliance.

Burrow advised the Board that she is working to make Ethics Training a part of City Employee orientation.

Burrow also advised that she would speak to the Shelby County Ethics Officer to gain insight into the County's system.

INFORMATION AND ANNOUNCEMENTS

Burrow advised that she is still working to get the website updated and maintained.

ADJOURNMENT

A Motion to Adjourn was made and seconded at approximately 3:10 p.m.



Signature of Secretary

12-7-2016
Date