

Minutes

**Board of Ethics
City of Memphis**

Meeting of January 6, 2016

The meeting was called to order at 2:02 p.m.

ROLL CALL

The following Attorneys and Board Members were present at the meeting:

Latonya Sue Burrow	Chairman Robert A. Lanier	Hon. Edward Vaughn
Hon. Craig L. Cardwell	Hon. Thomas Parker	
Hon. Robert T. Dawkins	Hon. Pete Scatamacchia	

APPROVAL OF AGENDA MINUTES

A motion to approve today's Agenda and Minutes from November 4, 2015 meeting was made and seconded. The Motion carried with modifications made. Chairman Lanier reminded the Board that a mention should be made in the minutes of the disposition of the Formal Ethics Complaint by Miss Kendra Campbell.

DISCUSSION

BOARD OF ETHICS IS SHORT A BOARD MEMBER

Chairman Lanier recommended that we advise City Council that the appointment of a new Board Member is necessary.

LETTER TO THE NEW MAYOR

CEO should write a letter to the New Mayor, regarding Ethics Training non-compliance

CEO should "carbon copy" the City Council Members

CEO should send both an e-mail and paper letter to the Mayor and City Council

ADVISORY/FORMAL ETHICS OPINION ON OTIS TIDWELL

The Board of Ethics is in unanimous agreement as to the Opinion. The Opinion will be Advisory in nature. The Board is in agreement that it cannot take further action in the absence of a filing of a Formal Ethics Complaint.

CHANGES, IF ANY, TO CEO POSITION BY NEW ADMINISTRATION

The Board has no information as to whether or not the New Administration would make changes to the position of CEO. CEO Latonya Burrow advised the Board that she had been contacted by the New City Attorney regarding the position (whether to keep it part-time, make it full-time or cut the position out altogether). CEO Burrow opined that she believed that the job duties of CEO would increase tremendously, if City Employees were made aware of the existence of the Ethics Department, the CEO position and the Board of Ethics. CEO Burrow stated that she suggested that the City Attorney contact Chairman Lanier for input.

REPORT ON ETHICS INQUIRY(IES)

ADVISORY OPINION ON GIFT OF A TIN OF COOKIES

CEO Burrow provided her written e-mailed opinion to the Board of Ethics. The Board of Ethics took a vote as to whether or not a City Employee is allowed to accept a gift of a cookie tin at Christmas. Three Board Members voted that there was no problem with this gift. Two Board Members voted that there was a problem with this gift. The Board advised there was no further action needed, in light of the response received by the City Employee who requested the opinion:

“As a former auditor and always audit minded, I understand completely. The appearance [sic] is the most important aspect. I will pass it on. I think Leon and I both are in a position, as it relates to this vendor, where we make major decisions on awarding and managing the contract this vendor would qualify for and/or be interested in. Thanks so much.”

ETHICS TRAINING UPDATE

CEO Burrow advised that she held two (2) more training sessions, since the last Board meeting, and before the end of the year 2015; yet, not all City Employees for which the training is mandatory attended.

CEO should schedule training as soon as possible for new employees.

INFORMATION AND ANNOUNCEMENTS

MAYOR'S EXECUTIVE ORDER

CEO should make inquiry as to whether or not the New Mayor will issue a new Executive Order.

HOW TO MAKE CITY EMPLOYEES AWARE OF AND FAMILIAR WITH THE CODE OF ETHICS AND THE MAYOR'S EXECUTIVE ORDER

CEO should post on Bulletin Boards

CEO should team with the Directors of Human Resource and Communications

CEO should meet with new Communications Director Ursula Madden to assist in postings of Ethics Matters.

NEW MAYOR

CEO should send a letter of invitation to the New Mayor, inviting him to the meeting of the Board of Ethics for either February or March. CEO should send e-mail and formal letter via U.S. mail.

ADJOURNMENT

A Motion to Adjourn was made and seconded at 3:13 p.m.



Signature of Secretary

2-3-2014
Date