

## Minutes

### Board of Ethics City of Memphis

#### Meeting of May 4, 2016

The meeting was formally called to order at 2:30 p.m.

Mayor Strickland arrived at the meeting at 2:50 p.m.

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

Latonya Sue Burrow	Chairman Robert A. Lanier
Craig L. Cardwell	Ruth Pollard
Robert Dawkins	Pete Scatamacchia

Board Member Edward Vaughn responded by e-mail that he would not attend today's meeting, due to the death of his father.

Board Member Thomas Parker responded by e-mail prior to the meeting that he would be unable to attend.

The following guests were present at the meeting:

The Honorable Mayor Jim Strickland  
Ryun E. Jackson, Special Assistant to Mayor Jim Strickland

#### **APPROVAL OF AGENDA AND MINUTES**

A motion to approve today's Agenda and Minutes from April 6, 2016 meeting was made and seconded. The Motion carried with no modifications or amendments.

#### **ITEMS FOR DISCUSSION**

- a. **Non-compliance with Ethics Training – Mayor Strickland advised that, upon e-mail request of the Chief Ethics Officer, the Mayor would send a list of all new employees, employees, Directors and Deputy Directors for whom Ethics Training is mandatory.**
- b. **Mayor's Executive Order – Mayor Strickland advised that the Mayor's Executive Order was complete, returned to the City Attorney and ready to go out.**

- c. **Disclosure of Financial Interests Forms – Mayor Strickland advised that the Disclosure of Financial Interests Forms were also with the City Attorney and ready to go out. The Mayor further advised that the City Attorney already has some completed forms on file with his office. Chairman Lanier advised that the completed forms should be turned over to the Chief Ethics Officer, and should also be disseminated by the Chief Ethics Officer. Mayor Strickland advised that he would give the City Attorney the information. Also, the 2016 completed Forms would be due July 1, 2016. The 2017 forms would be due on January 31, 2017, and January 31 each year thereafter.**

#### **Report on Ethics Inquir(ies)**

- a. **Update on letter to Michael Williams.**

Chief Ethics Officer had requested a response from Michael Williams regarding his submission by April 13, 2016. As of today's date, Michael Williams has not responded. The Board of Ethics voted unanimously to close the matter.

- b. **New Ethics Inquiry:**

**Member of City Council wants to throw a cookout for Memphis Police Officers and Firemen in her district to show appreciation for their service. She also wanted to solicit donations of food, etc. from local vendors, and presented a letter of request to the Chief Ethics Officer. Chief Ethics Officer called the Board's attention to Section 2-10-5 Acceptance of gratuities, etc. of the Code of Ethics, and opined that the Code did not allow for such functions. CEO Burrow advised that she had conferred with City Attorney McMullen to inquire as to how such matters had been handled in the past. When the issue of the Mayor's tent at the Southern Heritage Classic was considered, Attorney McMullen stated that he believed that the City or the Mayor paid for the function.**

**Attorney McMullen also brought up the fact that some vendors might want to donate money, instead of food or drink. In that case, a bank account would need to be set up to ensure proper accounting.**

CEO Burrow advised that she had conducted training for the Memphis Fire Department, located at 4341 O.K. Robinson Road on Thursday, April 21, 2016 at 8:00 a.m.

CEO Burrow advised that she is scheduled to conduct training at the Memphis Signs and Markings Department, located at 435 N. Manassas on Thursday, May 12, 2016 at 9:00 a.m.

**INFORMATION AND ANNOUNCEMENTS**

After Mayor Strickland departed, the Board requested that CEO Burrow send him a letter, thanking him for his attendance.

**ADJOURNMENT**

A Motion to Adjourn was made and seconded at 3:40 p.m.

  
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Signature of Secretary

7-6-2016  
Date