

Minutes

Board of Ethics City of Memphis

Meeting of July 6, 2016

The meeting was formally called to order at 2:05 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	Pete Scatamacchia
Robert Dawkins	Edward Vaughn

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

APPROVAL OF AGENDA AND MINUTES

A motion to approve today's Agenda and Minutes from May 4, 2016 meeting was made and seconded. The Motion carried with a modification to add Board Member Pete Scatamacchia's name as being present at the May 4, 2016 meeting.

ITEMS FOR DISCUSSION

a. Mayor's Executive Order

Board members had questions regarding some of the changes:

1) Whether or not Section 5 is a part of section 4, missing information or is it a section of its own?

2) Under Section 6)d) "Food, refreshments,...if the value of such items does not exceed reasonable customary value..." Please clarify "reasonable customary value," or the Chief Ethics Officer or Board of Ethics will be required to interpret the phrase.

b. Disclosure of Financial Interests Forms

- 1) What is the basis for the 5% financial interest threshold for business/property ownership?**

Report on Ethics Complaints/Inquir(ies)

a. Complainant Richard Jasmin - Friday, June 24, 2016

On Friday, June 24, 2016 at 11:45 p.m., Chief Ethics Officer Burrow received an e-mail which appears to state a complaint against a private law firm. On Monday, June 27, 2016, Burrow responded by e-mail, sending the complainant the necessary information and forms (Sworn Complaint Form, Chapter 2-10 Code of Ethics for City Officials and Mayor Strickland's 2016 Mayor's Executive Order) to submit a Formal Ethics Complaint.

No Formal Complaint has been received by the CEO.

b. Complainant Jack Lawrence - Wednesday, June 29, 2016

On Wednesday, June 29, 2016 at 6:34 a.m., Chief Ethics Officer Burrow received an e-mail which appears to state a complaint against a City Attorney. On Wednesday, June 29, 2016, Burrow responded by e-mail, sending the complainant the necessary information and forms (Sworn Complaint Form, Chapter 2-10 Code of Ethics for City Officials and Mayor Strickland's 2016 Mayor's Executive Order) to submit a Formal Ethics Complaint. CEO Burrow also mailed the information to the complainant.

No Formal Complaint has been received by the CEO.

CEO Burrow explained to the Board her practice of responding as quickly as possible to all "complainants," and assured the Board that she would continue to do so. Even if it appears that the complaint is not within the Board's jurisdiction, the complainant needs to know this. If nothing else, the complainant has as much time as possible to seek relief elsewhere.

ETHICS TRAINING UPDATE

CEO Burrow advised that she conducted the following training sessions:

May 12, 2016 – Thirty (30) City Employees at Memphis Signs and Markings Department

May 17, 2016 – Twenty-three (23) City Employees at the Parks Commission

June 6, 2016 – Sixty-five (65) City Employees at the Memphis Fire Department

June 8, 2016 – Eleven (11) City Employees at Traffic Signal Maintenance

June 9, 2016 – Nine (9) City Employees at Traffic Signal Maintenance

June 16, 2016 – Twenty-four (24) City Employees from Engineering

June 21, 2016 – Twenty-eight (28) City Employees from Engineering

INFORMATION AND ANNOUNCEMENTS

CEO Burrow advised that she sent Mayor Strickland a letter, thanking him for his attendance at the May 4, 2016 meeting, per the Board's request.

CEO Burrow also advised the Board that a public records request was made through the City Attorney's Office for City Of Memphis Disclosure of Financial Interests Forms. Burrow forwarded the forms that she had on file at the time.

ADJOURNMENT

A Motion to Adjourn was made and seconded at 2:44 p.m.



Signature of Secretary

9-7-2016
Date