

Minutes

Board of Ethics City of Memphis

Meeting of September 7, 2016

The meeting was formally called to order at 2:07 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 L. Cardwell	Ruth Pollard	
Chairman Robert A. Lanier	Pete Scatamacchia	

Bob Dawkins called ahead of the meeting to advise that he had been called back to work, but could come to the meeting if he was needed to make a quorum or to vote. CEO advised the Board.

APPROVAL OF AGENDA AND MINUTES

A motion to approve today's Agenda and Minutes from July 6, 2016 meeting was made by Board Member Cardwell and seconded by Board Member Vaughn. The Motion carried with no modification.

Introduction of new Board Member, Mr. Joel Martin

The Board allowed new member, Mr. Joel Martin to introduce himself and give the Board information about his background. The Board welcomed him.

ITEMS FOR DISCUSSION

- a. Mayor's Executive Order (Clarifications(s))

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?

CEO Burrow read City Attorney Bruce McMullen's response to the Board inquiries.

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.

CEO Burrow read City Attorney Bruce McMullen's response to the Board inquiries.

b. Disclosure of Financial Interests Forms

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

CEO Burrow read City Attorney Bruce McMullen's response to the Board inquiries.

c. Conflict of Interest Policy for Board Members

All Board of Ethics Members present reviewed the Conflict of Interest Policy for Board Members, approved, completed and signed. All forms were submitted to CEO Burrow.

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.

Board unanimously voted that no recommendation or action is necessary, since the Complainant has yet to file a Formal Ethics Complaint.

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.

Board unanimously voted that no recommendation or action is necessary, since the Complainant has yet to file a Formal Ethics Complaint.

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 passed out a list of all City Employees who have attended Ethics Training for 2016 for the Board's review.

INFORMATION AND ANNOUNCEMENTS

CEO Burrow advised that she had attended former Board Member Mr. Thomas Scott Parker's visitation and hand-delivered a card from the entire Board of Ethics to Mr. Parker's widow. Burrow also passed around the "thank you" note that she received in the mail from the family.

CEO Burrow advised that she would be conducting Ethics Training for members of City Council on Saturday, September 17, 2016.

CEO Burrow advised the Board of new projects that she was beginning in her Private Practice. The Board believed there to be no conflict, so long as the CEO did not hold herself out as the City's Chief Ethics Officer or did not act in her capacity as the Chief Ethics Officer while working on the private projects.

ADJOURNMENT

A Motion to Adjourn was made and seconded at 2:59 p.m.



Signature of Secretary

10-5-2014
Date