

Minutes

**Board of Ethics
City of Memphis**

Meeting of October 5, 2016

The meeting was formally called to order at 2:14 p.m.

ROLL CALL

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

Latonya Sue Burrow	Joel Martin
Bob Dawkins	Ruth Pollard
Chairman Robert A. Lanier	Edward Vaughn

APPROVAL OF AGENDA AND MINUTES

A motion to approve today's Agenda and Minutes from September 7, 2016 meeting was made and seconded. The Motion carried with no modification.

ITEMS FOR DISCUSSION

a. State Ethics Information

CEO Burrow advised that individuals from the State Ethics Department gave a training on Saturday, September 17, 2016 for members of the City Council. Burrow also gave local Ethics Training.

One strong recommendation from State Ethics was that the Board of Ethics use an additional means, in addition to the City's website, to announce its monthly meetings.

Board member Joel Martin suggested the Board utilize the Mayor's Communications Office through Mr. Kyle Veazey.

A Motion was made by Joel Martin and seconded by Edward Vaughn to use the Mayor's weekly Update to announce high profile meetings. The Board voted unanimously to pass the Motion.

b. Mayor's Executive Order (Clarification(s))

CEO Burrow advised that she had not received a response from the City Attorney's Office to the Board's most recent request for clarification of certain sections of the Mayor's Executive Order.

Report on Ethics Complaints/Inquir(ies)

- a. CEO Burrow advised that there had been no Formal Ethics Complainants filed since last Board of Ethics Meeting; however, on July 10, 2016, Jack Lawrence e-mailed court pleadings to CEO Burrow for review.

Jack Lawrence e-mailed the pleadings after CEO Burrow sent an e-mail on July 5, 2016, advising Mr. Lawrence of the procedure to file a Formal Ethics Complaint, including Chapter 2-10 of the Code of Ethics, the Mayor's Executive Order and a Sworn Complaint Form.

Burrow advised, and the Board agreed, that there was no reason to respond again, since Mr. Lawrence has not used the information to follow procedures for filing a Formal Ethics Complaint.

ETHICS TRAINING UPDATE

CEO Burrow advised the Board that she is still providing training to employees for whom the training is mandatory.

Burrow advised that there are still employees left on that list, who have not had the training. Burrow sent out a request, asking employees to give a convenient time for their schedules. After reviewing the responses, Burrow provided training to accommodate the schedules. However, on several occasions, employees immediately request the "next scheduled training date."

A motion was made by Edward Vaughn and seconded by Ruth Pollard, to Carbon Copy the mayor on the next meeting notice. The Board voted unanimously to pass the Motion.

INFORMATION AND ANNOUNCEMENTS

CEO Burrow advised that Mayor Strickland had declared October "Pro Bono" month. Burrow also advised that she was giving a Pro Bono Legal Workshop at her church on Saturday, October 15, 2016.

Board Member Joel Martin advised that he would help to spread the word.

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 private projects.

ADJOURNMENT

A Motion to Adjourn was made and seconded at 2:52 p.m.

[Handwritten Signature]
Signature of Secretary

11-2-2014
Date