

Minutes

Board of Ethics City of Memphis

Meeting of November 4, 2015

The meeting was called to order at 2:03 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. Ruth Pollard	

APPROVAL OF AGENDA MINUTES

A motion to approve today's Agenda and Minutes from August 5, 2015 meeting was made and seconded. The Motion carried with modifications made.

DISCUSSION

"What, if any, power the Board of Ethics has to compel attendance of Ethics Training, for City employees for whom the training is mandatory?"

Board members discussed first informing the City Mayor of the non-compliance. It is the Board's duty to call attention to non-compliance. The Board recommended that Chief Ethics Officer Burrow draft a letter to the Mayor, informing him of the situation. The Board also suggests that Burrow set up training before the end of the year and before the new administration takes over, to allow compliance for employees who may have missed the training.

Chief Ethics Officer should also make arrangement for training sessions for the new administration, during the first quarter of the year.

Chief Ethics Officer Latonya Sue Burrow gave a report on the following inquiry:

SPECIFIC ETHICS INQUIRY

"Whether it is permissible for Mr. Otis Tidwell, (Zone Manager of Code Enforcement) to operate an Outreach Ministry at the Peppertree Apartments, on a rent-free basis, while directly or indirectly supervising Code Inspectors responsible for inspecting the Peppertree Apartments?"

Burrow provided a written opinion for the Board's review. Chairman Lanier had a question as to whether or not the Chief Ethics Officer has the authority to issue such opinions. Some Board members felt that a formal complaint needed to be filed, in order to give the Chief Ethics Officer that authority.

Chief Ethics Officer Latonya Burrow advised the Board of Ethics of the following: Formal Ethics Complaint filed by Miss Kendra Campbell on August 31, 2015 was abandoned by Miss Campbell on September 9, 2015. Burrow further advised the Board that Burrow sent Miss Campbell a "Complaint Matter Closed" letter on October 4, 2015, thereby closing the file.

ETHICS TRAINING UPDATE

Ethics Officer Burrow called the Board's attention to the list that she previously provided, giving the names of employees required to attend and those who had not attended. Burrow further advised that she would be scheduling future training sessions for directors and also managers, pursuant to the Board's recommendations.

INFORMATION AND ANNOUNCEMENTS

Chief Ethics Officer Burrow had questions:

- 1) How will the change in the City's Administration affect the Board of Ethics and her position as Chief Ethics Officer?**

Chairman Lanier called the Board's attention to Code of Ethics Sec. 2-10-10 and Sec. 2-10-11.

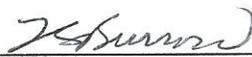
- 2) Did all Board members receive the following information, as was promised by Burrow on May 6, 2015?**

1. The update/disposition of a Sworn Ethics Complaint received by the Ethics Officer on May 1, 2015.
2. The City of Memphis' Open Records Request Policy
3. The FY 2016 Adopted Budget for the Ethics Office

All Board Members present answered in the affirmative.

ADJOURNMENT

A Motion to Adjourn was made and seconded at 2:56 p.m.



Signature of Secretary

1-6-2016
Date