

Minutes

**Board of Ethics
City of Memphis**

Meeting of October 3, 2018

The meeting was formally called to order at 2:07 p.m.

ROLL CALL

The following Chairman, Board Members, Chief Ethics Officer and member(s) of the public were present at the meeting:

Latonya Sue Burrow
Craig Cardwell
Bob Dawkins
Chairman Robert A. Lanier
Cindy Newman
Blanch Thomas
Edward Vaughn

MOTION TO APPROVE MINUTES FROM SEPTEMBER 12, 2018:

MADE: Cindy Newman
SECONDED: Blanch Thomas
PASSED: Unanimously

ITEMS FOR DISCUSSION

a. Update on Online Ethics Training

CEO Burrow read Board Member Joel Martin's email, which stated that the project has not been complete, due to health issues.

In light of the fact that the project is not complete, the Board agreed with CEO Burrow's decision to delay sending the project to the Mayor and City Council.

Board Member Craig Cardwell requested CEO Burrow get clarification from the IT Department about the location of Board of Ethics information on the City's website.

MOTION:

CEO Burrow should confirm the date with Board Member Joel Martin as to the completion of the Online Ethics project. Once it is complete and distributed to the Board, Members will have 24 hours to voice objections. If there are no objections, the project will be considered approved, and should then be sent to the Mayor and City Council.

MADE: Edward Vaughn
SECONDED: Bob Dawkins
PASSED: Unanimously

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

CEO Burrow reported that she has received no new Formal Complaints since last report.

CEO Burrow reported that she has had no follow-up from the inquiry which was held from last meeting.

CEO Burrow received (1) Ethics Inquiry since last report.

Burrow responded in writing to all inquiries, giving the Inquirers the necessary information to proceed. In her response, Burrow advised the Inquirers of the one month time line, and advised them that no further action will be taken by the Ethics Department, unless she is contacted by the Inquirer.

The Board agreed that CEO's response was sufficient, and no further action was necessary at this time.

ETHICS TRAINING UPDATE

CEO Burrow advised that she has continued Ethics Training at the City of Memphis New Hire Orientation/Onboarding.

INFORMATION AND ANNOUNCEMENTS

Board Member Vacancy and Appointment/Re-Appointment.
Board Member Craig Cardwell's re-appointment matter has been resolved.

There is no new information from Susan Steffens regarding the Board vacancy.

The next meeting of the Board of Ethics will be on November 7, 2018 at 2:00 p.m. in Conference Room C.

ADJOURNMENT

MOTION TO ADJOURN:

MADE: Craig Cardwell
SECONDED: Edward Vaughn
PASSED: Unanimously

Meeting was adjourned at 2:53 p.m.



Signature of Secretary



Date