

**Minutes**

**Board of Ethics  
City of Memphis**

**Meeting of September 12, 2018**

The meeting was formally called to order at 2:06 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  
Joel Martin  
Cindy Newman  
Blanch Thomas

**MOTION TO APPROVE MINUTES FROM AUGUST 1, 2018:**

**MADE:** Craig Cardwell  
**SECONDED:** Cindy Newman  
**PASSED:** Unanimously

**ITEMS FOR DISCUSSION**

**a. Update on Online Ethics Training**

Board Member Joel Martin advised that, using a programming package, he got the new recording done and put it in video format. Martin spoke to Jason Lewis of City IT on last Friday. Lewis will send the new file of video and update it on the webpage this evening. Once Martin gets the completed link this evening, he will email it to everyone. Martin believes that the project is better.

Craig Cardwell started the discussion about promoting the Online Ethics Training, and suggested sending it to the Mayor and the City Council.

Also, suggestion was made for Chief Ethics Officer to contact the Communications Officer to explore sending the information to all City Officers and Employees.

Upon further discussion regarding the approval of the final version of the Online Ethics Training, the following was moved:

So that the Board would not need to wait another month for finalization, each Board Member is given until 5:00 p.m. Monday, September 17, 2018 to view the project online and make any and all objections known. If there are no objections, the project would be considered "APPROVED."

**MOTION TO APPROVE THE ABOVE PROCEDURE:**

**MADE:** Craig Cardwell  
**SECONDED:** Joel Martin  
**PASSED:** Unanimously

**MOTION TO SEND PROJECT TO THE MAYOR AND CITY COUNCIL:**

**MADE:** Craig Cardwell  
**SECONDED:** Bob Dawkins  
**PASSED:** Unanimously

Board Member Cindy Newman suggested that information regarding the Online Ethics Training, deadline for completion and a link, be added to the onboarding employee packet.

**REPORT ON ETHICS COMPLAINTS/INQUIR(IES)**

CEO reports that there has been no follow-up or any response to the Chief Ethics Officer's request for additional information from the Formal Complainant.

**MOTION TO DISMISS COMPLAINT AS ABANDONED:**

**MADE:** Craig Cardwell  
**SECONDED:** Bob Dawkins  
**PASSED:** Unanimously

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

CEO Burrow advised that she has received four (4) Ethics Inquiries and one (1) request for information 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.

One inquiry was postponed for consideration until next meeting, because less than one month had passed since the alleged actions in the inquiry.

**ETHICS TRAINING UPDATE**

CEO Burrow advised that she has trained over 100 City Officials and Employees since the last report. Burrow has continued to present at the City of Memphis New Hire Orientation/Onboarding.

**INFORMATION AND ANNOUNCEMENTS**

**Board Member Vacancy and Appointment/Re-Appointment.**

CEO Burrow advised that Susan Steffens requested Board Member Craig Cardwell's record of meeting attendance for consideration in the decision to re-appoint him.

The next meeting of the Board of Ethics will be on Wednesday, October 3, 2018 at 2:00 p.m. in Conference Room C.

**ADJOURNMENT**

**MOTION TO ADJOURN:**

<b>MADE:</b>	<b>Bob Dawkins</b>
<b>SECONDED:</b>	<b>Cindy Newman</b>
<b>PASSED:</b>	<b>Unanimously</b>

Meeting was adjourned at 2:47 p.m.

  
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Signature of Secretary

3 October 2018  
Date