

**Minutes**

**Board of Ethics  
City of Memphis**

**Meeting of September 4, 2019**

The meeting was formally called to order at 2:00 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	Joel Martin
Craig Cardwell	Cindy Newman
Bob Dawkins	Blanch Thomas
Chairman Robert A. Lanier	Edward Vaughn

Attorney Monika Johnson (Acting Chief Ethics Officer for Formal Complaint 2019- B)  
Complainant Pamela Moses (via telephone)

***MOTION TO APPROVE MINUTES FROM AUGUST 14, 2019:***

<b>MADE:</b>	Craig Cardwell
<b>SECONDED:</b>	Edward Vaughn
<b>PASSED:</b>	Unanimously

**ITEMS FOR DISCUSSION**

**\*FORMAL ETHICS COMPLAINT 2019-B:**

Complainant Pamela Moses was allowed to speak via speaker phone on Attorney Monika Johnson's cellular phone. Attorney Johnson had recommended a dismissal that was approved by the Board at the August 14, 2019 meeting. Moses requested in writing, within 30 calendar days, that the Board reconsider its decision, pursuant to Section 2-10-10(D)(1)(j) of the Code of Ethics for City Officials. Moses wishes to pursue her request for reconsideration, and requested to know the basis for the dismissal.

Attorney Johnson advised that she had secured and reviewed the Statement of Disclosure of Interests (ss-8005) for the two named respondents, and found no Code of Ethics violation.

Moses advised that she had not received a copy of the Disclosures, and asked the Board to "table" the vote to reconsider, until the information was provided to her.

**MOTION TO TABLE THE VOTE UNTIL NEXT MEETING, AFTER COMPLAINANT MOSES HAS BEEN PROVIDED WITH THE STATEMENT OF DISCLOSURE OF INTERESTS FOR THE RESPONDENTS:**

**MADE:** Craig Cardwell  
**SECONDED:** Blanch Thomas  
**PASSED:** Unanimously

After the vote, Complainant Moses ended her phone call, and Attorney Monika Johnson left the meeting.

**\*ONLINE ETHICS TRAINING**

CEO Burrow updated the Board on issues surrounding the Online Ethics Training. She further advised that she is working with HR Communications to send out an updated announcement, outlining the alternative methods of compliance:

At the August 14, 2019 meeting Board members agreed that, since the software issues involve the taking of the test and not the online training itself, City Employees are allowed to take the Online Training Portion, and submit a signed Policy Acknowledgment Form as proof of having taken the training. Employees can use either the exam with certificate or the Policy Acknowledgment Form through December 31, 2019. Starting January 1, 2020, the training and quiz will resume.

**\*POSSIBLE REVISIONS TO THE FORMAL ETHICS COMPLAINT FORM**

Board members reviewed the Formal Complaint Form and made suggestions to assist Complainants to know what types of matters should come before the Board of Ethics. The Board instructed CEO Burrow to type up the proposed changes and send them out to Board Members for review, before the next Board meeting.

**\*TRACKING TOOL FOR ETHICS BOARD ACTIVITY**

Board Member Craig Cardwell suggested a type of monthly spreadsheet to update the Board on activity. CEO Burrow delivered to each Board member copies of the Annual Reports that she had created at the end of each year since 2015, documenting Board activities. The issue will be taken back up at the next Board meeting.

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

CEO Burrow reported that there have been no new Ethics Complaints and several inquiries, regarding the Online Ethics Training since last report. CEO responded to all of the inquiries.

**ETHICS TRAINING UPDATE**

CEO Burrow advised that she trained fifty-four (54) City Employees and Officers since last report.

**INFORMATION AND ANNOUNCEMENTS**

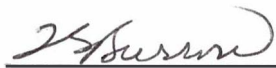
The next Board of Ethics meeting is scheduled for Wednesday, October 2, 2019 at 2:00 p.m. in Conference Room A of the main library (3030 Poplar Avenue).

**ADJOURNMENT**

***MOTION TO ADJOURN:***

MADE: Craig Cardwell  
SECONDED: Cindy Newman  
PASSED: Unanimously

Meeting was adjourned at 3:17 p.m.



Signature of Secretary

2 Oct 2019

Date