

Minutes

**Board of Ethics
City of Memphis**

**VIRTUAL
Meeting of September 2, 2020**

BOARD OF ETHICS

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The meeting was formally called to order at 3:15 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
Joel Martin

Cindy Newman
Blanch Thomas
Chairman Karen R. Williams

MOTION TO APPROVE MINUTES FROM AUGUST 5, 2020:

MADE: Craig Cardwell
SECONDED: Joel Martin
PASSED: Unanimously

ITEMS FOR DISCUSSION

***FORMAL ETHICS COMPLAINT 2020-A**

MOTION TO APPROVE CHIEF ETHICS OFFICER'S DISMISSAL OF COMPLAINT:

MADE: Bob Dawkins
SECONDED: Craig Cardwell
PASSED: Unanimously

***UPDATES ON BOARD MEMBER VACANCY**

There has been no movement on the appointment of replacement Board Members.

***POSSIBLE NEW ETHICS LEGISLATION**

Board Member Craig Cardwell had sent the Board of Ethics a draft letter for Councilman Carlisle. After discussion, the Board took the following action:

MOTION FOR BOARD CHAIRMAN WILLIAMS TO USE THE DRAFT AND COMPOSE A LETTER TO COUNCILMAN CARLISLE, REGARDING THE PROPOSED LEGISLATION:

MADE: Craig Cardwell
SECONDED: Blanch Thomas
PASSED: Unanimously

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

CEO Burrow advised that she received one new Formal Ethics Complaint on August 24, 2020 and is awaiting a response to her follow-up inquiries.

CEO Burrow reported that in addition to the usual inquiries regarding Online Ethics Training and Compliance, she received several additional Inquiries. Burrow reported that she responded to all inquiries by providing the necessary information. Burrow's practice has been to respond to Inquiries within 24 hours.

ETHICS TRAINING UPDATE

CEO Burrow advised that since last report, per the Employee Development Analyst, twenty-five (25) City Officers and Employees attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

INFORMATION AND ANNOUNCEMENTS

***NEW BUSINESS**

Board Member Craig Cardwell requested the Board of Ethics Activity Summary by next meeting date.

CEO Burrow advised the Board that her six (6) year term expires April 2021. The Board recommended that the issue be brought before the Board again in February 2021.

The Board discussed and decided to add "Chief Ethics Officer" and room "L/54" to the Formal Ethics Complaint, to ensure that the mail is received by CEO Burrow at the main library.

MOTION TO ADJOURN:

MADE: Craig Cardwell
SECONDED: Cindy Newman
PASSED: Unanimously

ADJOURNMENT

The meeting was adjourned at 4:01 p.m.

Z. Spurr

Signature of Secretary

7 October 2020

Date