

Minutes

**Board of Ethics
City of Memphis**

Meeting of July 7, 2021

BOARD OF ETHICS

The meeting was formally called to order at 3:04 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	Edward Vaughn
Chairman Karen R. Williams	

MOTION TO APPROVE MINUTES FROM APRIL 7, 2021:

MADE:	Bob Dawkins
SECONDED:	Edward Vaughn
PASSED:	Unanimously

ITEMS FOR DISCUSSION

***UPDATE ON BOARD MEMBER VACANCY**

Chairman Williams has communicated with Mayor Strickland, regarding the matter. The Mayor is aware of the need to appoint new Board Members to Districts 2 and 5, and will make it a priority. Board Member Bob Dawkins states that he has also spoken to his District's City Councilperson, regarding the matter.

***UPDATE ON ETHICS ACTIVITY**

The Chief Ethics Officer had e-mailed the information to Board Members for their review, before the meeting. The Board reviewed the updates.

REPORT ON ETHICS COMPLAINTS/INQUIR(IES)

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

CEO Burrow reported that there have been no new Formal Ethics Complaints or Requests for Ethics Opinion since last report.

ETHICS TRAINING UPDATE

CEO Burrow advised that since last report (April 7, 2021), per the Employee Development Analyst, three hundred sixty-eight (368) City Officers and Employees have attended the Virtual Onboarding Sessions (in which Burrow presented Ethics Training).

INFORMATION AND ANNOUNCEMENTS

*Per the Board's request at the last meeting, CEO Burrow brought the City of Memphis Disclosure of Financial Interests forms for review. The Board of Ethics reviewed the forms during the meeting. Chairman Williams suggested that Officers and Employees be asked to include their department's name on the forms.

***NEW BUSINESS**

*CEO Burrow received a new Records Request on July 1, 2021, and complied with the Request on July 7, 2021.

*Board Member Craig Cardwell recommended that the CEO and the Board of Ethics work to create new questions/slides for the Online Ethics Training. The Board will work on the project at the next meeting. CEO Burrow will send the link for the Online Ethics Training to Board Members, and bring paper copies of the training to the next meeting

*The next Board of Ethics meeting will be Wednesday, August 4, 2021 at 3:00 p.m., in Conference Rooms B and C of the main library.

ADJOURNMENT

MOTION TO ADJOURN:

MADE:	Edward Vaughn
SECONDED:	Joel Martin
PASSED:	Unanimously

The meeting was adjourned.

Latonya Sue Burrow
Signature of Secretary

4 August 2021
Date