**CITY OF DETROIT**

**BOARD OF ETHICS**

**Meeting Minutes**

August 20, 2015; 2:00pm

Finance Department Conference, Room 1208

12th Floor Coleman A. Young Municipal Center

**Board Members Present: Board Members Absent:**

Alicia Skillman, Chairperson Eddie Myles, Member

Beth G. Morrow, Vice Chairperson Norma Dotson-Sales, Member

Alma G. Stallworth, Member

Robert Page, Member

**Others Present:**

Sharon Blackmon, Counsel

Portia Roberson, Human Rights Group Executive

Ryan Crigler, Human Rights Executive Secretary

Vanessa L. Johnson, Board of Ethics Administrative Assistant

The meeting was called to order by Chairperson Skillman at 2:33 p.m. A quorum was present.

Chairperson Skillman opened the meeting verifying all members received all meeting handouts for review and discussion.

1. **Approval of Minutes Approval of the Meeting Minutes from May 21, 2015**

The Board reviewed the May 21, 2015 minutes

**Vice Chair Morrow moved that the May 21, 2015 Minutes be approved. Member Stallworth seconded. Approved unanimously.**

**Vice Chair Morrow moved that the May 21, 2015 Executive Director Search Committee Report be approved. Counsel Blackmon seconded. Approved unanimously.**

1. **Approval of Minutes Approval of the Meeting Minutes from June 18, 2015**

The Board reviewed the June 18, 2015 minutes.

**Counsel Blackmon moved that the June 18, 2015 Minutes be approved. Vice Chair Morrow seconded. Approved unanimously.**

**Vice Chair Morrow moved that the June 18, 2015 Executive Director Search Committee Report be approved. Member Page seconded. Approved unanimously.**

1. **Approval of Minutes Approval of the Meeting Minutes from July 16, 2015**

The Board reviewed the July 16, 2015 minutes.

**Vice Chairperson Morrow** **moved that the July 16, 2015 Minutes be approved. Member Stallworth seconded. Approved unanimously.**

**Vice Chair Morrow moved that the July 16, 2015 Executive Director Search Committee Report be approved. Member Page seconded. Approved unanimously.**

1. **Reports**

Complaints No 2014-06: Preliminary Response was received. CLOSED **SESSION began at 2:40 pm.**

**CLOSED SESSION ended at 2:49 pm**

**Vice Chair Morrow moved to issue Public Acknowledgement based on findings of the Preliminary Analysis. Member Stallworth seconded. Approved unanimously.**

1. **Request for Advisory Opinion No.2015-02**: Chairperson Skillman reported that Member Dotson-Sales requested a copy of the letter to Requestor be provided to Board Members. A copy of the letter will be forwarded to all Board Members.
2. **Old Business**
3. **Board of Ethics Appointments**

Member Page reported that he has not been interviewed for a re-appointment and he will reach out to Councilman Spivey on his re-appointment and will report back to the Board on any updates. Chairperson Skillman reported that she have been in contact with Councilman Spivey who has interviewed one person and currently awaiting finalization of process.

B. **Office Space**

 Group Executive Roberson reported that at this time no space has been located and at this time until then a cubical or another area can be utilized. Ms. Johnson, Administrative Assistant, is currently utilizing space in the Human Rights Office Conference Room. Ms. Johnson reported that the current space is suitable. Report made by Group Executive Roberson that an office area will be looked into in the future after the Executive Director is hired which at that time the actual needs can be considered.

1. **Executive Director Hiring Process**

Chairperson Skillman excused herself from the meeting during this discussion.

Chairperson Skillman returned to meeting after the Executive Director Search Committee concluded.

1. **New Business**

**Disclosure Requirements**

Chairperson Skillman provided information on Disclosure Requirements to be reviewed at leisure.

**Board Membership**

Group Executive Roberson discussing that without a quorum for voting on issues and only having discussions on matters time is being wasted on meeting. Member Stallworth noted that members are necessary to conduct business and Council should be informed.

Counsel Blackmon reported that a Board Member can be removed for cause for non-compliance with meeting attendance. However, it the responsibility of Council to remove the Board Member. Member Myles has attended one meeting and should be considered for removal to allow another to be appointed. Roberson will reach out to Council regarding information of Member Myles resignation or removal.

**Member Stallworth moved to send Resolution to Council regarding the removal or Member Myles. Vice Chair Morrow seconded. Approved unanimously.**

**Website**

Chairperson Skillman open discussion on the Board of Ethics Website regarding posting and updating website information. Executive Secretary Crigler will contact the IT Department regarding the website.

**Letterhead**

Chairperson Skillman discussed letterhead for the Board. Executive Secretary Crigler reported that Group Executive Roberson has created letterhead for immediate usage and letterhead has been ordered.

1. **Period of Public Comment**

No members of the public was in attendance.

1. **Announcements**

Next meeting is scheduled for Thursday, September 17, 2015 at 2:00PM in the Finance Department Conference Room 12TH Floor (Room 1208), CAYMAC.

Meeting adjourned at 3:20pm.