**CITY OF DETROIT**

**BOARD OF ETHICS**

**Meeting Minutes**

July 16, 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

Tashawna Parker, Human Rights Compliance Manager

Ryan Crigler, Human Rights Executive Secretary

Vanessa L. Johnson, Board of Ethics Administrative Assistant

The meeting was called to order by Chairperson Skillman at 2:17 p.m. A quorum was present.

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

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

The Board began discussion on corrections to the minutes. Revisions to minutes to be made and reviewed at next meeting.

**Member Dotson-Sales moved to not approve the May 21, 2015 Minutes as written and allow for corrections and changes. Member Stallworth seconded. By unanimous decision the Minutes were not approved. Revisions will be made and presented at next meeting.**

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

The Board discussed correction to the minutes and changes to the format. Revisions to minutes to be made and reviewed at next meeting.

**Vice Chairperson Morrow** **moved to not approve the June 18, 2015 Minutes as written and allow for corrections and changes. Member Dotson-Sales seconded. By unanimous decision the Minutes were not approved. Revisions will be made and presented at next meeting.**

Chairperson Skillman excused herself from the meeting for brief discussion of Executive Director Search Committee. Chairperson Skillman returned to meeting after discussion was concluded.

1. **Reports**

Complaints: no pending Complaints

Request for Advisory Opinion

1. Request for Advisory Opinion No.2015-02 Member Dotson-Sales requested a copy of the letter to Requestor.
2. Request for Advisory Opinion No.2015-03 **Vice Chairperson Morrow moved for a final draft from Atty. Blackmon before the next meeting. Member Stallworth seconded. Approved unanimously.**
3. **Other Business**

A. Board of Ethics Appointments

Chairperson Skillman reported that Member Myles has resigned from the Board and Member Knox has moved out of the Detroit City limits. The reappointment letter for Chairperson Skillman is in process per Councilmember Spivey and the appointment letter for Member Dotson-Sales has been provided and is on file. Member Page has an interview scheduled for August and an additional prospective member will be interviewed as well.

Member Dotson-Sales reported having a discussion with Council President Jones and Councilmember Ayers regarding the importance and need to have a full complement of board members.

B. Office Space

 No new information of the location of office space. Group Executive Roberson has made the conference room available for usage until space is located. A computer has been provided.

C. Administrative Assistant

 Ms. Johnson will perform work in the offices of the Human Rights Group until a suitable space is located.

D. 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**

Communications/Independence from any city departments.

1. **Other Business**

Next meeting is scheduled for Thursday, August 20, 2015 at 2:00PM in the Finance Department Conference Room 12TH Floor (Room 1208), CAYMAC.

Meeting adjourned at 5:05pm.