

City Of Detroit  
**BOARD OF ETHICS**  
**Special Meeting Minutes**  
**April 11, 2017**  
**12:00 p.m.**

**Location:** Department of Human Rights Conference Room 1240, 12<sup>th</sup> Floor, CAYMC

**Board Members:**

Beth Morrow, Chairperson	P
Ponce De Leon Clay, Vice Chairperson	P
Rev. Charles C. Adams	P
Norma Dotson, Member	P
Rep. Alma Stallworth, Member	P
Robert Watt, Member	P

**Other Attendees:**

Sharon Blackmon, Counsel	P
Vanessa L. Johnson, Ethics Coordinator	P

**Absent/Excused:**

None	
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**Public Attendees:**

None	
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Chairperson Beth Morrow called the Special Meeting to order by at 12:17 p.m. A Quorum was established. The Purpose of this Special Meeting of the Board of Ethics of the City of Detroit is to complete the hiring process to fill the vacancy of a staff position, Executive Director.

- I. Review of Executive Director Candidates writing assessment.
  - a) Pamela Davis-Drake
  - b) Alicia J. Skillman

Original date for Ms. Davis-Drake’s writing sample was April 3, 2017; however due to her receiving the information later in the day Ms. Davis-Drake was allowed to either select a new date or her time would began after the time of the information was forwarded. Ms. Davis-Drake selected the date of April 7, 2017 to receive the information while Ms. Skillman selected April 8, 2017. Information was forwarded to both candidates with instructions and writing samples were received timely. Emails were forwarded to the references listed on the application of both candidates.

- II. Discussion of Candidate Selection  
 Both candidates prepared appeared exceptional writing samples making it to be a difficult decision on the selection. Candidate’s interviews were also discussed. Taking into account the candidates experience, education and skills both candidates are equal.
- III. Selection of Candidate  
 Discussion of the final candidate of selection.

**Vice President Ponce Clay moved that Ms. Alicia J. Skillman is selected as Executive Director with the vote of 4 to 1. Member Robert Watt seconded. Motion Carried.**

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IV. Next Steps

Human Resources will be contacted on preparing the Offer Letter and other completion of paper work for her to start. New Board Members will also have to be reviewed to replace Ms. Skillman and possible Member Norma Dotson.

Meeting adjourned at 12:56 p.m.