**BOARD OF ETHICS**

**CITY OF DETROIT**

**Meeting Minutes**

June 18, 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 Keenan Knox, Member

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 2:45 p.m. A quorum was present.

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

Chairperson Skillman & Vice Chairperson Morrow opened discussion on corrections to the Minutes and changes to the format. Vice Chairperson Morrow recommended including Board member’s titles in the minutes. Portions of the minutes regarding the Executive Director search will be placed under a separate page to the Minutes in support of Chairperson Skillman’s recusal from the Executive Director hiring process. Revisions to minutes to be made and reviewed at next meeting.

**Minutes were not approved. Revisions will be made and presented at next meeting.**

1. **Reports**
* Complaints

A. Update on Complaint No.2014-06. Respondent was granted an extension to June 22, 2015.

Request for Advisory Opinions

1. Request for Advisory Opinion No.2015-02 was summarized by Atty. Blackmon regarding Requestor’s possible conflict of interest. An analysis noted that the Requestor is not a public servant according to the Ordinance and the Board is without jurisdiction to address his concerns. Correspondence will be forwarded to requestor regarding the matter.

C. Atty. Blackmon noted that the Complaints being reviewed were not submitted on the official complaint forms. The official forms addresses issues regarding confidentiality and possible other concerns. It is recommended to support Staff that Complaints are submitted on the forms provided.

**Vice Chairperson Morrow moved to adopt Preliminary Analysis of the Request for Advisory Opinion 2015-02. Member Page supported. Approved unanimously**

During the vote on this matter, Member Dotson-Sales abstained and requested clarification on her membership status before voting.

Chairperson Skillman called for recess to allow time for Atty. Blackmon to provide clarification on voting by members whose terms have expired. Atty. Blackmon was excused to obtain information.

Chairperson Skillman called for continuation of meeting upon the return of Atty. Blackmon. Atty. Blackmon provided written information for review by the Board on Member Dotson-Sales’ request regarding her status as a Board Member whose term has expired.

**Vice Chairperson Morrow moved to discuss information on Board members with expired terms. Member Page supported. Approved unanimously**

Discussion had regarding the continued participation of Board members with expired terms.

Member Dotson-Sales stated that based on the Opinion provided by the Law Department, presented by Atty. Blackmon, that she will continue to carry out the duties of her office until a successor is appointed or she is reappointed.

1. **Other Business**

A. Executive Director Hiring Process

Chairperson Skillman was excused from the meeting during this discussion.

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

B. Office Space

 No new information of the location of office space. Group Executive Roberson will make the conference room available for usage until space is located.

1. **New Business**

Hiring of Administrative Assistant: Vanessa Johnson

Chairperson Skillman introduced V. Johnson as the new Administrative Assistant for the Board of Ethics. Ms. Johnson is in attendance at this meeting for introduction and training while awaiting for final clearance. Ms. Johnson will later be working with the Human Rights Office and a member of the Board for training.

Procedure until Executive Director is Hired

Vice Chairperson Morrow discussed concerns of not having a quorum when Chairperson Skillman is not able to be present during meeting. Group Executive Roberson discussed members who have not been in attendance and a member possibly re-locating outside of the City of Detroit. Chairperson Skillman will address with Council.

1. **Other Business**

Next meeting is scheduled for Thursday, July 16, 2015 at 2:00PM in the Finance Department Conference Room 12TH Floor (Room 1208), CAYMAC.

Meeting adjourned at 3:41pm.