

**City of Atlanta Board of Ethics Meeting
Minutes of February 19, 2015**

The monthly meeting of the City of Atlanta Board of Ethics was called to order by Board Chair Shukura Ingram Millender at 6:14 p.m. in the City Council Chambers, 55 Trinity Avenue, Atlanta, Georgia 30303. Attending the meeting were board members Brent Adams, Carol Snype Crawford, Kate Wasch and Kai Williamson. Board members Jessica Stern and Patricia Upshaw-Monteith were absent. Staff members Nina R. Hickson, Sherry H. Dawson and Carlos R. Santiago also attended; Jabu M. Sengova was absent.

MINUTES

Ms. Crawford moved to approve the minutes of the January 15, 2015 board meeting following a typographical error correction, which was seconded by Mr. Adams. The Board unanimously adopted the minutes.

RECOGNITION OF FORMER CHAIR OF THE BOARD OF ETHICS

The Board presented a framed resolution honoring former Ethics Board Chair Caroline Johnson Tanner for her board service during the past six years as a representative of the Atlanta Bar Association.

ENFORCEMENT ACTIONS

1. CO-14-014. In the Matter of Martina Miller

Mr. Santiago presented and recommended approval of a settlement agreement with former city employee, Martina Miller, which included a fine of \$300. Ms. Miller acknowledges that she violated the City's ethical standards by soliciting and obtaining meals free of charge from Manuel's Tavern. Ms. Miller agreed to pay the City of Atlanta a civil penalty of \$300 payable in monthly installments of \$50 with the first payment beginning on March 1, 2015. Following a brief discussion, Mr. Adams moved to accept the settlement agreement with an amendment that the agreement be included in Ms. Miller's personnel file. The motion was seconded by Ms. Wasch and the Board unanimously approved.

2. CO-14-015. In the Matter of Pamela Lockett

Mr. Santiago next requested that the Board issue a subpoena for Pamela Lockett to appear before the Board because she failed to comply with the terms of the settlement agreement approved by the Board on October 23, 2014. Per the terms of that agreement, Ms. Lockett acknowledged that she violated the City's ethical standards by using city's property, equipment and time when she created fraudulent GED certificates. She was ordered to pay a civil penalty payment of \$1500 in monthly installments beginning on August 15, 2014. Ms. Lockett made an initial payment of \$300 on October 7, 2014; however, she had not made any additional payments. The Ethics Office mailed invoices to Ms. Lockett's permanent address and made contact with Ms. Lockett by telephone on multiple occasions and each time she indicated that she would make a payment by the end of the month. However, she failed to do so. Mr. Adams made a motion to approve the request to issue a subpoena for Ms. Lockett to appear at the March 19 meeting of the Board of

Ethics which was seconded by Ms. Williamson and the Board unanimously approved the motion.

3. **CO-14-013. In the Matter of Cynthia Burch**

Mr. Santiago submitted a request for a subpoena for Ms. Burch to appear before the Board at her upcoming enforcement hearing scheduled for March 19, 2015. Ms. Burch is alleged to have violated the Code of Ethics when she solicited and obtained free meals and food services from a local restaurant, accepted a \$100 gratuity from a local developer during an inspection, and misused city vehicle and time for her private advantage. Mr. Santiago advised the Board that Ms. Burch had failed to respond to the notices sent by the Ethics Office, appear at the probable cause hearing, and had not responded to the Ethics Office's request for a pre-trial conference. Mr. Adams moved to approve the request which was seconded by Ms. Crawford and the motion passed.

FINANCIAL DISCLOSURE

4. Ms. Hickson reported that the 2015 City Financial Disclosure Statement became available online as scheduled on March 2, 2015. The filing deadline is April 1, 2015 and the grace period ends on April 16, 2015.

ETHICS OFFICER'S REPORT

5. **Work Plan**

Ms. Hickson reported on activities that support the Ethics Office Work Plan in the following areas: operations, training, activities, advice, public education and outreach, investigation and enforcement actions, financial disclosure, and legislation and lobbying.

6. **FY15 Budget Report**

Ms. Hickson presented the approved FY15 budget which allocates \$390,482 in personnel expenses and \$110,154 in operating expenses for a total budget of \$500,636. She also reported that the Ethics Office was spending as budgeted for fiscal year 2015.

7. **Proposed 2015-2017 Work Plan**

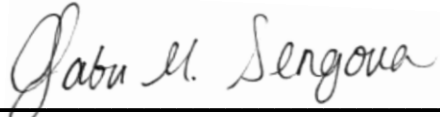
Ms. Hickson presented the 2015-2017 Work Plan in the following areas: operations, training, activities, advice, public education and outreach, investigation and enforcement actions, financial disclosure, and legislation and lobbying. Following a brief discussion, Ms. Wasch made a motion to accept the 2015-2017 Work Plan as amended to replace the word "lobbying" with the word "advocacy" in the final section. The motion was seconded by Ms. Crawford and unanimously approved by the Board.

8. **Budget Letter**

Ms. Hickson presented a letter from the Ethics Board drafted to Mayor Kasim Reed concerning the Fiscal Year 2016 budget request for the Ethics Office. The request seeks a minimum allocation of \$605,000 to include a full-time attorney/investigator position. The Board also requests that a percentage of the General Fund allotted each for the Ethics Office as opposed to having to engage in yearly negotiation. The

Board is also seeking a direct allocation form the Enterprise Fund consistent with what occurs with the City Auditor's Office and the City Attorney's Office.

Having no further business, the meeting adjourned at 7:05 p.m.

A handwritten signature in cursive script that reads "Jabu M. Sengova". The signature is written in black ink on a white background.

Jabu M. Sengova, Associate Ethics Officer
Approved March 19, 2015.